Perkins IV Local Accountability System Instructions

Log in

https://web02.fldoe.org/PerkinsData/login.aspx

Local Agreed Upon Performance Levels

Log In	
User Name:	
Password:	
	Log In

The user name and password were included in the original memo or can be obtained by contacting **Susan Arvin** (850) 245-9979 or susan.arvin@fldoe.org

Step 1- Welcome Screen

The first time you log into the web tool you will see the Welcome screen. Select Continue at the bottom of the screen to begin the process of accepting your local targets.

Step 2 Main Menu

You are logged in as
TESTDISTRICT

Log Out ▷ ▷

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary
View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recomm...
Accept/Negotiate/Edit Individual Secondary Performance Indicators

Postsecondary Certificate
View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and 2019 Recommend...
Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

Postsecondary College Credit
View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data and 2018-2019 Recommended Target
Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators

The first time you log onto the site use these "view" links to view agency indicators.

Privacy Statement   Public Records   Accessibility

Step 2 Main Menu

You are logged in as
TESTDISTRICT

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary
View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recommended Tar...
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View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and 2018-2019 ...
Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Ind...

Postsecondary College Credit
View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data ...18-2019 Recommended Target
Accept/Negotiate/Edit Individual Postsecondary College Credit Performance I...cators

Every time after your initial login, use the "Accept/Negotiate/Edit" links to **edit** agency indicators.

Step 3 Main Indicators Page

You are logged in as
TESTCOLLEGE

Admin Main Menu

TESTCOLLEGE **Secondary** Performance Indicators

Indicates Level

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16.
(https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
y Performance dicators	2016-2017 Actual Local Performance	2016-2017 Local Target	Local Program Improvement Plan Required	2018-2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
ic Attainment-	50.00%	68.00%	Yes		69.00%
ic Attainment -	66.67%	63.00%	No	64.00%	67.17%
ary Technical	75.00%	88.00%	Yes	88.00%	88.00%
ary School	80.00%	95.68%	Yes	96.50%	96.50%
Graduation Rate	83.33%	87.50%	No	88.50%	88.50%
ary Placement	85.71%	81.78%	No	82.00%	86.21%
ditional enrollment	87.50%	40.02%	No	40.50%	88.00%
ditional completion	88.89%	95.22%	No	96.25%	96.25%

Return to the Main Menu to start the process of accepting or negotiating your local 2018-19 Targets.

For measures with a "Yes," agencies will be asked to complete a Program Improvement Plan (PIP) when accepting or negotiating those measures. (See the next slide for an explanation of each column and slides 13 and 14 for instructions on PIPs.)

2018-2019 - Local Targets

Agencies may choose to ACCEPT the recommended proposed 2018-2019 secondary local targets pre-populated in column 6 (above) for each of the performance indicators, or may choose to NEGOTIATE each performance indicator individually

NOTE: Agencies proposing negotiation may incur a delay of award notification

To start the process of Accepting or Negotiating the Postsecondary Certificate 2018-2019 Local Target Recommendations as your 2018-2019 Locally Agreed Upon Performance Levels, use the Main Menu link at the top of the page. You must contact your FLDOE Grant Manager if you choose to negotiate your performance targets.

Step 3 Main Indicators Page

Admin Main Menu

TESTCOLLEGE **Secondary**

Please use the Perkins IV Data Verification Tool to view state level and local le
(https://web02.fldoe.org/Perkins

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016-2017 Local Target	Local Program Improvement Plan Required	2018-2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
1S1 Academic Attainment-Reading	50.00%	68.00%	Yes	69.00%	69.00%
1S2 Academic Attainment - Math	66.67%	63.00%	No	64.00%	67.17%
2S1 Secondary Technical Skills	75.00%	88.00%	Yes	88.00%	88.00%
3S1 Secondary School Completion	80.00%	95.68%	Yes	96.50%	96.50%
4S1 Student Graduation Rate	83.33%	87.50%	No	88.50%	88.50%
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%
6S1 Non-traditional enrollment	87.50%	40.02%	No	40.50%	88.00%
6S2 Non-traditional completion	88.89%	95.22%	No	96.25%	96.25%

2018-2019 - Local Targets

Agencies may choose to ACCEPT the recommended proposed 2018-2019 secondary local targets pre-populated in column 6 (above) for each of the performance indicators, or may choose to NEGOTIATE each performance indicator individually

NOTE: Agencies proposing negotiation may incur a delay of award notification

To start the process of Accepting or Negotiating the Postsecondary Certificate 2018-2019 Local Target Recommendations as your 2018-2019 Locally Agreed Upon Performance Levels, use the Main Menu link at the top of the page. You must contact your FLDOE Grant Manager if you choose to negotiate your performance targets.

The indicators table is comprised of the following columns:
(1) List of all performance indicators
(2) Identifies your agency's 2016-2017 local level performance data per indicator
(3) Identifies your agency's 2016-2017 local agreed upon target per indicator
(4) Identifies if your agency is required to complete a Program Improvement Plan (PIP) for that indicator. Agencies whose 2016-2017 local performance was not within 90% of their 2016-2017 local target are required to complete a PIP.
(5) Identifies the State 2018-2019 target per indicator
(6) Identifies the 2018-2019 recommended local target. This is calculated based on your 2016-2017 performance compared with the 2018-2019 state target. Please see Section VII of the *Perkins IV RFA Implementation Guide (2018-2019 Edition)* for more information. (http://fldoe.org/academics/career-adult-edu/funding-opportunities/carl-d-perkins-resources.stml)

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Step 4 Starting the Acceptance/Negotiation of Local Targets

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary
View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 R~~ect Target~~
Accept/Negotiate/Edit Individual Secondary Performance Indicators

Postsecondary Certificate
View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and ~~2019 Recomm~~ Target
Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

Postsecondary College Credit
View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data and ~~2019 Recommended Target~~
Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators

Click **here** to start the process of accepting or negotiating your 2018-2019 Targets. This will open the indicator edit page which shows which targets have been completed.

Click on each performance indicator to accept or negotiate the recommended 2018-2019 local target, complete a program i
local performance accountability section of the RFA. If requesting a negotiation, the narrative will be completed once negoti

1S1 Academic Attainment- Reading	🚫 incomplete
1S2 Academic Attainment - Math	🚫 incomplete
2S1 Secondary Technical Skills	🚫 incomplete
3S1 Secondary School Completion	🚫 incomplete
4S1 Student Graduation Rate	🚫 incomplete
5S1 Secondary Placement	🚫 incomplete
6S1 Non-traditional enrollment	🚫 incomplete
6S2 Non-traditional completion	🚫 incomplete

The indicator edit page shows which targets have been completed. Click on the individual measure to accept/negotiate or edit. As you accept or negotiate individual measures, the edit page will flag items that still need to be completed.

Step 5 Individual Measure-Narrative Page- Accept or Negotiate

For the individual measure, indicate if the recommended local target for 2018-2019 (column 6) will be accepted or negotiated.

5S1 Secondary Placement

○ Accept ○ Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for year 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16. (https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016-2017 Local Target	Local Program Improvement Plan Required	2018-2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

save

Step 5 Individual Measure- Narrative Page- <u>Accept,</u> no PIP Required

5S1 Secondary Placement

( ) Accept ( ) Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, (https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016-2017 Local Target	Local Program Improvement Plan Required	2018-2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

Agency will **ACCEPT** the FLDOE recommended 2018-2019 local target as the final locally agreed upon performance level (LAUPL). In order to fulfill local application requirements, briefly describe the career and technical education activities that will be delivered to meet the 2018-2019 locally agreed upon performance level for this performance indicator. (Section 113; Section 134(b)(2))

Narrative is required in order to fulfill the local application. (max 5000 characters or approximately 714 words)

save

If you select **<u>Accept</u>** and do not need to complete a PIP the following message will appear under the indicator area. Please complete the required narrative statement and use the **<u>Save</u>** button at the bottom of the measure. *If you time out of the system, or do not use the **<u>Save</u>** button, any information entered will be deleted.*

Reminder!!!
*In order to **<u>Save</u>**, all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft narrative in each field and **<u>save</u>** the measure before logging out of the system. Don't forget to return using the edit indicator button on the main page, and complete your narrative before closing the system.*

*The system will automatically log out after **<u>45 minutes</u>** of inactivity.*

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Note About Saving Narrative

*It is important to note that in order to **save your typed narrative**, **ALL fields must be completed**. If you need to log out of the system before completing the individual indicator, **place draft narrative in each field** and **save** the measure before logging out of the system. Don't forget to return by clicking on Accept/Negotiate/Edit on the main page, and complete your narrative for the indicator before closing the system. The system will automatically log out after **45 minutes** of inactivity.*

Main Menu

Click on link below to view/edit performance indicators.

Secondary
View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recommended Target
Accept/Negotiate/Edit Individual Secondary Performance Indicators

Note About Saving Narrative

If you ***place draft narrative in each field*** and ***save*** *the draft measures, remember to return to the draft narrative by clicking on Accept/Negotiate/Edit on the main page, and complete your final narrative for the indicator before closing the system.*

NOTE*: Once you have saved draft narrative in all the sections for an indicator, the indicator menu page will mark the narrative for that indicator as "complete," even though it may only contain draft narrative. Make note of which indicator narratives need finalizing and remember to go back in and complete the narrative.*

Step 5 Individual Measure- Narrative Page- **Negotiate,** no PIP Required

5S1 Secondary Placement

○ Accept ● Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, 2013-
(https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016-2017 Local Target	Local Program Improvement Plan Required	2018-2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

Please contact your grants administration program manager to request negotiation of this target. Agencies proposing negotiation may incur a delay of award notification.

save

If you select **Negotiate** and do not need to complete a PIP the following message will appear under the indicator area. If you wish to continue with negotiation, use the **Save** button at the bottom of the measure and contact your agency's Grants Manager.

Step 5 Ind. Measure- Narrative Page- PIP Required

If you need to complete a PIP the following fields will appear under the indicator area. Please complete the narrative statement and all of the PIP fields. When all fields are completed use the **Save** button at the bottom of the measure. If you are negotiating the target, you are still required to complete the PIP fields. *If you time-out of the system, or do not use the **Save** button, any information entered will be deleted.*

A sample Program Improvement Plan (PIP) was included as an attachment with the original memo.

Reminder!!!
*In order to **Save**, all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft narrative in each field and **save** the measure before logging out of the system. Don't forget to return using the edit indicator button on the main page, and complete your narrative before closing the system. The system will automatically log out after **45 minutes** of inactivity.*

Step 5 Ind. Measure-Narrative Page
If PIP on Same Measure 3+Years – Extra Required PIP Narrative

You have been identified as an agency that has not met 90% of its performance level for this indicator for three or more years. Ple

1. Your agency did not reach 90% of the performance target for this indicator for three or more years. If applicable, please describ
like to collect (quantitative or qualitative) that is not used in the calculation of this Perkins indicator that would demonstrate success
survey data from former students to assess the placement rates of completers and find that a significant percentage are working i
information is not reflected in the calculation of this indicator but is important knowledge to have to explain performance.

2. If technical assistance were made available, in what areas would you be interested (e.g., program evaluation, data reporting, us
professional development, program or strategy identification, program or strategy implementation)? Please specify areas.

If you have been Identified as an agency that has been required to complete a PIP for the same measure for 3 or more years, you will need to complete additional fields.

Step 6- Last Steps

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

◁◁ Main Menu

You are logged in as
TESTDISTRICT

TESTDISTR

Admin Main Menu

Click on each performance indicator to accept or negotiate the recommended 20
performance accountability section of the RFA. If requesting a negotiation, the n

1S1 Academic Attainment- Reading	🚫 incomplete
1S2 Academic Attainment - Math	🚫 incomplete
2S1 Secondary Technical Skills	🚫 incomplete
3S1 Secondary School Completion	🚫 incomplete
4S1 Student Graduation Rate	🚫 incomplete
5S1 Secondary Placement	🚫 incomplete
6S1 Non-traditional enrollment	🚫 incomplete
6S2 Non-traditional completion	🚫 incomplete

Once all local targets and PIP forms have been accepted or you have indicated your intent to negotiate, the message box below will appear. Go to the Main Menu if you are ready to complete your local acceptance for this level.

Data Information for this Indicator has been Successfully Saved
Return to Summary Page to Continue to the Next Performance Indicator

Go to Main Menu

Step 6- Last Steps- Reports

- Once all local targets and PIP forms have been accepted, there are three reports that need to be saved to your computer and submitted as part of your 2018-2019 Grant Application.
  - LAUPL Report
  - PIP Report
  - Attestation Report

Step 6- Last Steps-LAUPL Report

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

✓ View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Accept/Negotiate/Edit Individual Secondary Performance Indicators

▭ Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)

▭ Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant M

▭ Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL R
Requirements. (doc)

Postsecondary Certificate

✓ View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

▭ Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)

▭ Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant M

▭ Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL R
Requirements. (doc)

Postsecondary College Credit

✓ View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators

▭ Print LAUPL Report and include a copy of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)

▭ Print Local Improvement Plan Re

▭ Print Attestation Report - on agen   Application
Requirements. (doc)

Once all local **targets and** PIP forms have been accepted or you have indicated your intent to negotiate, the following link will appear. When prompted, Select **SAVE** and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2018-2019 Grant Application to your grant manager.

NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

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Step 6- Last Steps-PIP Report

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

✓ View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Accept/Negotiate/Edit Individual Secondary Performance Indicators

🖨 Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your ___ E Grant Manager

🖨 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDO

🖨 Print Attest _____ - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your Requirements. (dc

Postsecondary Certificate

✓ View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and 2018-2019 Recommended Ta

✓ Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

🖨 Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager

🖨 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDO

🖨 Print Attest _____ - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your Requirements. (dc

Postsecondary College Credit

✓ View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Acc

🖨 Prin

🖨 Prin

🖨 Prin ___ Local Perkins Application
Require

Once all local targets have been accepted or you have indicated your intent to negotiate, and if you were required to complete a PIP form(s), the following link will appear. When prompted, Select **SAVE** and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2018-2019 Grant Application to your grant manager.

NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

Step 6- Last Steps- Attestation Form

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

✓ View TESTDISTRICT **Secondary** 2016-2017 Performance Data and 2018-2019 Recommended Target

✓ Accept/Negotiate/Edit Individual Secondary Performance Indicators

🖨 Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)

🖨 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Gra...

🖨 Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager...
Requirements. (doc)

Postsecondary Certificate

✓ View TESTDISTRICT **Postsecondary Certificate** 2016-2017 Performance Data and 2018-2019 Recom...

✓ Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

🖨 Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FL...Grant...(doc)

🖨 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to...ur FLDOE Gra...

🖨 Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant...nager al...with your LAU...
Requirements. (doc)

Postsecondary College Credit

✓ View TESTDISTRICT **Postsecondary College Credit** 2016-2017 Performance Data and 201...2019 R...ommended Tar...

✓ Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators

🖨 Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to yo...FLDOE...ant Manager (doc)

🖨 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Gra...Applicati...to your FLDOE Gra...

🖨 Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manag...along with your LAU...
Requirements. (doc)

Printing Attestation form will close report
Are you sure you want to proceed?
Yes   No

If all local targets have been accepted and PIP forms have been completed, the following link will appear. When selected, the following message will appear: **Printing Attestation form will close report. Are you sure you want to proceed?** When prompted, open the document and save to your computer. The signed Attestation form, LAUPL Report, and Local Program Improvement Plan Report (if required) should be submitted as part of your 2018-2019 Grant Application to your grant manager.

NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

Step 6- Last Steps- Attestation Form

In order to get the Attestation form to populate once everything is complete, you will need to click on "Yes." Once you click "Yes," the WORD document to download and have signed for submission will appear on the bottom of your screen so that you can save it to your computer.

Important Note: Make sure that all narratives are finalized prior to clicking on "Yes" for printing the attestation form. Once you have clicked on "Yes," your report will be closed and you will no longer be able to edit any narrative.

Technical Assistance

- For login and password information contact
  - Susan Arvin at (850) 245-9979 or susan.arvin@fldoe.org
- For questions related to the Local Performance webtool contact
  - Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org
- For questions about Program Improvement Plans contact
  - Bruce Harrington at (850) 245-0949 or bruce.harrington@fldoe.org or Cathy Hammond at (850) 245-9057 or cathy.hammond@fldoe.org
- For questions related to the Perkins application contact your Grants Administration Program Manager.