

Perkins IV Local Accountability System Instructions (Secondary)
(Please note if you are responsible for your agency’s postsecondary “A” measures refer to the postsecondary instructions sent from Loretta Costin.)

Step 1- Credentials

Obtain your agency’s system log-in credentials by contacting Susan Arvin at 850-245 9979 or susan.arvin@fldoe.org and request your agency’s user name and password.

Step 2- Open System

Go to URL: <http://app1.fldoe.org/workforce/perkinsData/login.aspx> to open the Perkins IV Local Accountability System and enter agency *User Name* and *Password*.

Please be prepared to establish all your agency’s local targets during one web session. If you accidentally close the application or log-out, previously entered information will not be saved.

The system will be locked at 5:00 p.m. (EST) on Friday, July 2, 2010.

Step 3- Welcome Screen

Read the “Welcome Screen” carefully and click “Continue” to proceed to next screen, “Main Menu.”

Step 4- Main Menu

Begin to review secondary data by clicking on the first link, “(Agency name) **Secondary Performance Indicators**” to review your agency’s customized data table.

Step 5- Agency’s Secondary Performance Indicator Custom Data Table

This data table is comprised of the following columns:

- Column 1- Lists all 8 Perkins IV secondary performance indicators
- Column 2 – Identifies your agency’s 2008-2009 local level performance data for each indicator
- Column 3 – Identifies Florida’s 2009-2010 state target for each indicator
- Column 4- Identifies your agency’s 2009-2010 local agreed upon target for each indicator
- Column 5- Identifies Florida’s 2010-2011 state target for each indicator
- Column 6- Identifies your agency’s recommended 2010-2011 local target for each indicator
- Column 7- Identifies if your agency is required to develop a local program improvement plan for achieving less than 90% of a 2008-2009 local agreed upon performance level

Review each column carefully, then scroll down to the text box that follows and click on one of the following links:

- 1) Click on “**Accept all Recommended Proposed Secondary 2010-2011 Local Targets as 2010-2011 Locally Agreed Upon Performance Levels**” link, if

agency intends to accept all recommended 2010-2011 local targets pre-populated in column 6 and proceed to the next screen, “**Summary Page.**”

OR

- 2) Click on “**Negotiate Each Performance Indicator for the Secondary 2010-2011 Local Targets**” link, if agency intends to request a negotiation for one or more performance indicators and proceed to the next screen, “**Summary Page.**”

Step 6 – Secondary Performance Indicator Summary Page

From this page, you will “edit” each performance target individually.

Click on any indicator and proceed to the next screen, “**Individual Measure – Narrative Page**”

Step 7 – Individual Measure-Narrative Page

Agency has 2 options on this page:

1. Click the “Accept” radial button for a given indicator and enter the required narrative in order to fulfill the local application—*(Briefly describe how the Career and Technical Education activities will be delivered with respect to meeting the 2010-2011 Locally Agreed Upon performance level established under Section 113(Perkins IV, Section 134(b)(2)).*)

Please note that the narrative text box is limited to 5,000 characters rather than 5,000 words (this is an error on the screen). It is recommended that you “copy” and “paste” the narrative entered in the narrative text box into a separate Word file (.doc) in case you accidentally close the application or log-out. As mentioned previously, the system will not save any data if the application is accidentally closed down.

OR

2. Click the “negotiate” radial button and follow the negotiation request instructions detailed in the accompanying memo from Interim Chancellor Loretta Costin. Please be advised that a negotiation request may incur a delay in grant award notification.
3. Click “**Save**” and proceed to next screen and click “**Return to Summary Page to Continue to the Next Performance Indicator**” and proceed back to the “**Secondary Performance Indicator Summary Page.**”

Step 8 – Secondary Performance Indicator Summary Page

From this page, you will “edit” each performance target individually.

Click on the next indicator you want to edit and proceed to the next screen, “**Individual Measure – Narrative Page.**”

Follow Step 7 until all indicators have been “accepted” or “negotiated” (Icons will appear next to each indicator on the summary page as they have been completed.)

Once all indicators have been “accepted” or “negotiated,” click the “**Main Menu**” link.

Step 9 – Main Menu

Click the link, “**Print Data and submit copy to your FLDOE Grant Manager to fulfill Local Perkins Application requirements.**”

Click “Open” on the file download dialog box. Do NOT close the application or data will not be saved.

Save this **Local Agreed Upon Performance Levels (LAUPL) form** document on your computer for your records. Do NOT close the application.

Return to the application and click the link “**Download Local Program Improvement Plan.**” only if your agency is required to develop a local program improvement plan. Save the form to your computer to fill out at a later time. Do NOT close the application. (Please note the local program improvement plan form is an excel document and contains three tabs at the bottom of the form: one tab for secondary “S” measures, one tab for postsecondary “P” college credit measures and one tab for adult level/clock hour “A” measures. Be sure to click the appropriate tab based upon which level you are developing a plan for program improvement.)

Return to the application and click “**Print Attestation Form.**”

(Note: this hyperlink will only appear if the agency has accepted ALL local targets. If an agency is requesting a performance negotiation for one or more indicators, the “**Print Attestation Form**” hyperlink will not appear on the screen. The Attestation Form will be signed once negotiations are complete.)

Once you click “**Print Attestation Form,**” a message will appear in red that states: “**Printing Attestation Form will close report. Are you sure you want to proceed? Yes or No**” At this stage, you will click “**Yes.**” The data you have submitted will be saved, locked and the application will automatically close.

Click “Open” on the file download dialog box. Save the attestation form on your computer for your records.

Step 10 – Submit the Attestation Form and Local Agreed Upon Performance Levels (LAUPL) form and local program improvement plan (if applicable) via e-mail to your Grants Administration Program Manager no later than JULY 2, 2010.

The Attestation form should be on school district letterhead. Print or type your name in the space in the first sentence of the paragraph. Sign and date the document.