

electronic Planning and electronic Grants System – ePeGS Perkins IV Help Document (Planning Tool)

Getting Started

1. Go to the Department of Elementary and Secondary Education homepage (<http://www.dese.mo.gov>).
 - a) The user must click on “DESE Web Applications” which is located on the bottom left side of the screen. This will take the user to the Log In Page.

NOTE: The user must have a “User Name and Password” in order to continue.

- ◇ New to the district/institution – go to the “DESE Web Login Security Request Forms” webpage at: <https://k12apps.dese.mo.gov/webapps/securityforms.asp>.
 - ◇ For forgotten or unknown user ids/passwords – follow the steps listed on the DESE Web Applications Log In Page.
- b) The user must enter their User Name and Password and click the “Log In” button. This will take the user to the Web Applications page.
 - c) The user must click on “ePeGS” which is located under the heading Cross-Divisional Systems.

ePeGS Homepage

ePeGS utilizes a navigation system which is located on the left side of the screen and gives the user the ability to directly navigate to a specific page in the system.

1. From the ePeGS Homepage, the user has the option to select “Planning Tool” or “Funding Application Menu.”
 - a) The Planning Tool is a listing of all of the plan’s requirements complete with the name, status and activity log of each. *(The name of each requirement appears as a hyperlink that, when clicked, will navigate the user to the appropriate web page to view details and make changes to that particular requirement.)*
 - b) The Funding Application Menu displays all of the DESE Divisions and their associated active grants for the current District/LEA (Local Educational Agency) in alphabetical order.

Planning Tool

1. The user must click on “Planning Tool” which is located on the navigation menu on the left side of the screen.
 - a) At the beginning of each year, the user must open a new year.

- ◇ A button called “Open New Year” is located at the top of the District/LEA Plan – Summary page that allows the user to create a new plan for the selected year.
 - ◇ The user must click on the “Open New Year” button. This will take the user to the District/LEA Plan – Summary page.
2. From the District/LEA Plan – Summary page, the user must select from the following requirements:
- a) Mission Statement
 - ◇ The user is not required to complete the Mission Statement section in order to submit the Perkins Plan. However, if this section is completed, the user must enter the overall Mission Statement of the district/institution.
 - ◇ There is a maximum of 2,000 characters allowed in this section.
 - b) Needs Assessment
 - ◇ The user is not required to complete the Needs Assessment section in order to submit the Perkins Plan. However, if this section is completed, the user must enter the overall Needs Assessment of the district/institution.
 - ◇ There is a maximum of 2,000 characters allowed in this section.
 - c) Goals, Objectives, Strategies
 - ◇ The user is required to complete the Goals, Objectives, Strategies section in order to submit the Perkins Plan.

NOTE: There are two buttons (Save and Mark As Complete) available throughout ePeGS.

- ◇ The “Save” button allows the user to save information entered into the system or changes/additions to information previously entered.
 - > *The “Save” button must be clicked before the “Mark As Complete” button; otherwise, the data will not be saved.*
- ◇ The “Mark As Complete” button allows the user to change the status of the specific section the user is working on. The status will indicate either “Complete” or “Not Complete”.
 - > *The “Mark As Complete” button may be clicked when the section is complete; thus, changing the status of the section on the District/LEA – Summary page to “Complete”.*

3. The user must select “Goals, Objectives, Strategies” from the list of requirements on the District/LEA Plan – Summary page. This will take the user to the Goals, Objectives, Strategies, Action Steps (GOSA) page.
 - a) The user must click on the “Goals” title bar to view the section of the page for defining and selecting goals. Once selected, the five static, predefined goals provided by DESE are shown. The DESE Common Goals are:
 1. Student Performance
 2. Highly Qualified Staff
 3. Facilities, Support and Instructional Resources
 4. Parent and Community Involvement
 5. Governance
 - b) The user must select “Student Performance” under the Common Goals. *(All of the Perkins IV objectives are captured under this common goal. This is the only goal required to be completed in order to submit the Perkins Plan.)*
 - ◇ Once the user selects “Student Performance”, the “Objectives for Goal 1: Student Performance” will appear under the five DESE Common Goals.
 - ◇ The user must click on “Objectives for Goal 1: Student Performance.”
 - ◇ From the dropdown menu, the user must select “All Sample Objectives for the Perkins Secondary (Postsecondary or Tech Prep) Plan” and then click “View.”
 - > Once the user clicks “View”, a popup window appears with a listing of Objectives that must be addressed for the Perkins Secondary (Postsecondary or Tech Prep) Plan.
 - For the Perkins Secondary Plan, the user must address all 8 Objectives
 - For the Perkins Postsecondary Plan, the user must address all 6 Objectives
 - For the Perkins Tech Prep Plan, the user must address all 14 Objectives
 - > To address an Objective, the user must click “Select” beside the desired Objective that will be worked on. *(Once selected, the Objective description will be copied into the textbox.)*

NOTE: The MSIP Standards, SPP Standards, and Progress Measures are not applicable to the Perkins Secondary (Postsecondary or Tech Prep) Plan. These sections of GOSA are optional and do not need to be completed in order to submit the Perkins Secondary (Postsecondary or Tech Prep) Plan.

- ◇ The user must click on “Save Objective.”

- ◇ Once the user clicks “Save Objective”, the “Strategies for Objective...” will appear under the Objectives section.
- ◇ The user must click on “Strategies for Objective...”
- ◇ From the dropdown menu, the user must select “All Sample Strategies for the Perkins Secondary (Postsecondary or Tech Prep) Plan” and then click “View.”
 - > Once the user clicks “View”, a popup window appears with a listing of Strategies that may be used to address Objectives for the Perkins Secondary (Postsecondary or Tech Prep) Plan.
 - > The user must click “Select” beside the desired Strategy that will be used to address the Objective currently being worked on. *(Once selected, the Strategy will be copied into the textbox.)*
 - > The user may also create their own strategy and enter it in the textbox. There is a maximum of 2,000 characters allowed in this textbox.

NOTE: The MSIP Standards are not applicable to the Perkins Secondary (Postsecondary or Tech Prep) Plan. This section of GOSA is optional and does not need to be completed in order to submit the Perkins Secondary (Postsecondary or Tech Prep) Plan.

- ◇ The user must indicate the Person(s) Responsible for the selected Strategy in the textbox.
- ◇ The user must click on the “Select Funding Source(s)” button.
 - > Once the user clicks “Select Funding Source(s)”, a popup window appears with a listing of Funding Sources Available that may be used to address the selected Strategy for the Perkins Secondary (Postsecondary or Tech Prep) Plan.
 - > The user must check the applicable Funding Source(s) that will be used to address the selected Strategy and then click “Apply Selection” which is located at the bottom of the popup window. *(Once selected, the Funding Source(s) will be displayed next to the “Select Funding Source(s)” button.)*
- ◇ The user must indicate the Date to Implement Strategy and Date of Completion in the applicable textboxes.
- ◇ Under Apply Strategy to Plan, the user must check Perkins Secondary (Postsecondary or Tech Prep) Plan. The user may also check other Plans, if applicable, for the selected Strategy. *(The CSIP is automatically checked under this section; however, the user may choose to undo this selection, if not applicable.)*
- ◇ The user must click on “Save Strategy.”

- ◇ Once the user clicks “Save Strategy”, the “Action Steps for Strategy...” will appear under the Strategies section.
 - ◇ The user must click on “Action Steps for Strategy...”
 - ◇ The user must indicate the Action Steps that will be taken to address the selected Strategy in the textbox. There is a maximum of 2,000 characters allowed in this textbox.
 - ◇ The user must indicate the Date to Implement Action Step and Date of Completion in the applicable textboxes.
 - ◇ The user must click on “Save Action Step.”
 - > To apply an additional Action Step to the current Strategy that is being worked on, the user must click the “Clear Action Step Screen” button. Once the user clicks “Clear Action Step Screen”, the previous information will be removed from the screen. At that point, the user will be able to enter another Action Step. The user must indicate the additional Action Steps that will be taken to address the selected Strategy in the textbox and repeat all of the steps from that point.
 - > To apply an additional Strategy to the current Objective that is being worked on, the user must return to the Strategies section and click the “Clear Strategy Screen” button. Once the user clicks “Clear Strategy Screen”, the previous information will be removed from the screen. At that point, the user will be able to enter another Strategy. From the dropdown menu under the Strategies section, the user must select “All Sample Strategies for the Perkins Secondary (Postsecondary or Tech Prep) Plan” and repeat all of the steps from that point.
 - > To work on a new objective, the user must return to the Objectives section and click the “Clear Objectives Screen” button. Once the user clicks “Clear Objectives Screen”, the previous information will be removed from the screen. At that point, the user will be able to enter a new Objective. From the dropdown menu under the Objectives section, the user must select “All Sample Objectives for the Perkins Secondary (Postsecondary or Tech Prep) Plan” and repeat all of the steps from that point.
4. Once all of the required information has been addressed on the GOSA page, the user must click on “Planning Tool” which is located on the navigation menu on the left side of the screen.
- a) Once the “Planning Tool” is selected, the user must then select the Perkins Secondary (Postsecondary or Tech Prep) Plan which is located under the Additional Elements heading. This will take the user to the Additional Elements page.

NOTE: Items #1-19 are required to be addressed as part of the Perkins 5-Year Strategic Plan.

- ◇ For Items #1-18, the user must check the Strategies that will be used to address each required item. The user may create their own Strategy by checking “Other” and then indicating a description in the textbox. *(There is a maximum of 250 characters allowed in this textbox.)* Each item must have at least one strategy checked.
- ◇ For Items #1-18, the user must enter a Description of Strategies Selected for each required item in the textbox. There is a maximum of 4,000 characters allowed in these textboxes.
- ◇ To save the information entered on Additional Elements, the user must click on the “Save” button which is located at the bottom of each page.
- ◇ To move through the pages on Additional Elements, the user must click on the “Next” and “Prev” buttons which are located at the bottom of each page.
- ◇ For Item #19, the user must enter a description of the consortium agreement and how Perkins funds will be used to benefit all members in the textbox (or indicate not applicable in the textbox).

NOTE: The Items after #19 (permissible activities) are not required to be addressed as part of the Perkins 5-Year Strategic Plan.

- ◇ For Items after #19, the user must enter a description of how Perkins funds will be used to address the permissible activities in the textbox, if applicable.
- b) Once all of the information has been completed on the Additional Elements page, the user must click on the “Save” button which is located at the bottom of the page.
 - c) Once the information has been saved, the user must click on the “Mark As Completed” button which is located at the bottom of the page.
5. Once all of the required information has been addressed on the Additional Elements page, the user must click on the arrow next to “Planning Tool” which is located on the navigation menu on the left side of the screen. *(Clicking on the arrow will expand the “Planning Tool” and provide the option for the user to “Submit/Print Plan.”)*
- a) Once the “Planning Tool” has been expanded, the user must select “Submit/Print Plan.” This will take the user to the Submittal page.
 - ◇ From the Submittal page, the user may select “View/Print Plan.” Once the user selects “View/Print Plan”, a window appears with a printable plan version of the Perkins Secondary (Postsecondary or Tech Prep) Plan.

- ◇ The user may view the plan from this screen or print the plan for a hard copy.
 - ◇ When the user is done with the printable plan, the user must close the window.
- b) Once the printable plan window is closed, the user must select “Submit” on the Submittal page.
- c) If there are no errors, the user will get a message that the Perkins Secondary (Postsecondary or Tech Prep) Plan has been successfully submitted.

NOTE: Once the user selects “Submit”, an error message may appear indicating the Perkins Secondary (Postsecondary or Tech Prep) Plan did not submit due to errors. *(These errors will be the result of edits on the Additional Elements page only.)*

- ◇ To review the errors, the user must click on the “Edits” button.
- ◇ Once the “Edits” button is selected, a window appears with an edit message(s) indicating why the plan did not submit.
- ◇ To correct the errors, the user must return to the Additional Elements page by clicking on “Planning Tool” which is located on the navigation menu on the left side of the screen.
- ◇ Once the “Planning Tool” is selected, the user must then select the Perkins Secondary (Postsecondary or Tech Prep) Plan which is located under the Additional Elements heading. This will take the user to the Additional Elements page.
- ◇ The user must correct the errors on the Additional Elements page based on the edit message(s).
- ◇ When the user has corrected all of the errors, the user must select “Submit/Print Plan” which is located on the navigation menu on the left side of the screen. This will take the user to the Submittal page again.
- ◇ The user must then select “Submit” on the Submittal page.
- ◇ If there are no errors, the user will get a message that the Perkins Secondary (Postsecondary or Tech Prep) Plan has been successfully submitted.