

## **NCDPI Guidance Document:**

# Using the NC CCIP system to submit Local AIG Plans

Bookmark the webpage: https://ccip.schools.nc.gov/

## To login, you will need:

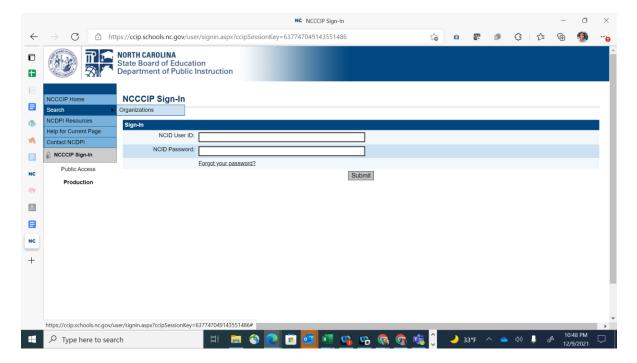
- 1. NCID (generated at the local unit level)
- 2. Your personal password

The LEA or charter school's NC CCIP User Access Administrator will add users to the system in either one of two possible roles:

- <u>LEA AIG Coordinator</u> this individual can change the status to 'draft started' or 'draft submitted' and may edit the local AIG plan content.
- <u>LEA AIG Data Entry</u> this individual can change the status to 'draft started' and may edit the local AIG plan content.

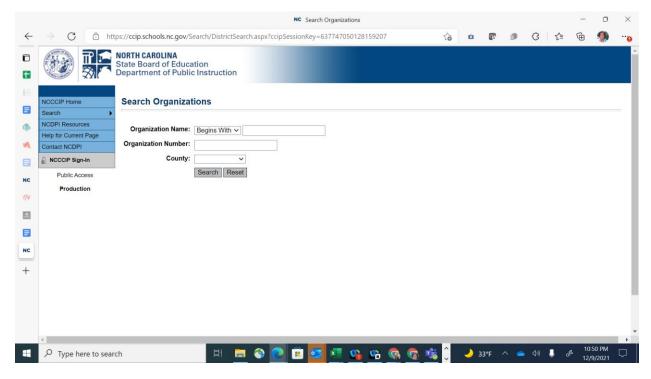
#### To find the district or charter school NC CCIP Administrator:

1. Go to the NC CCIP site and 'Search' for your organization (you do not have to login to the site to complete this step).

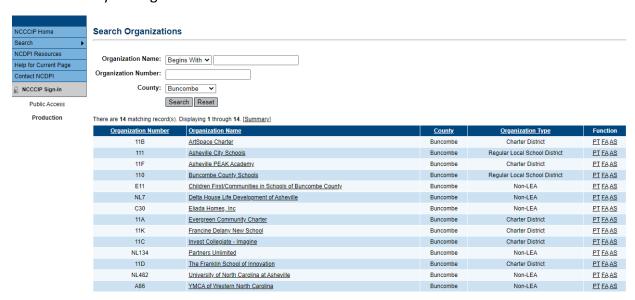




2. To search – type in your organization name (or a portion of the LEA or charter school name), organization number, or select the county from the dropdown menu.

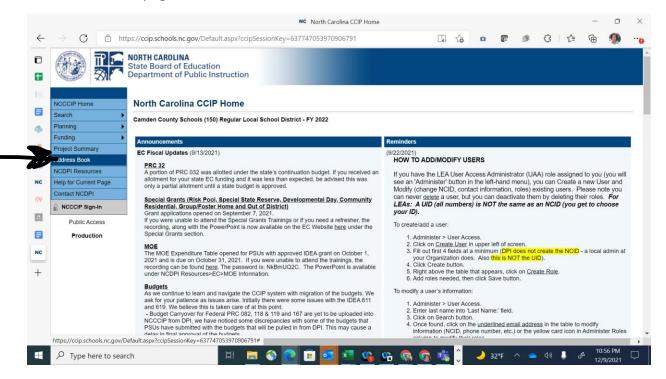


3. Select your organization from the search results:





4. When the page refreshes, select 'Address book' from the new menu on the left.



5. Once in the address book, either scroll to find the 'User Access Administrator' (under LEA Role Contacts) or use the "Control and the F key" to type in "User Access" to highlight the individual(s) who have the user access administrator role. Note: the address book may display the expanded view – or the collapsed view. If collapsed, just click the LEA Role Contacts section.

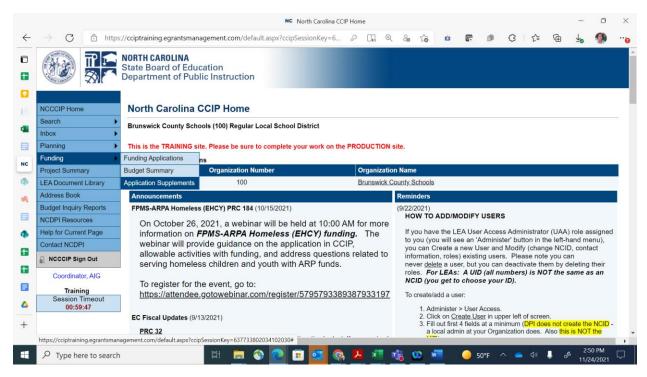


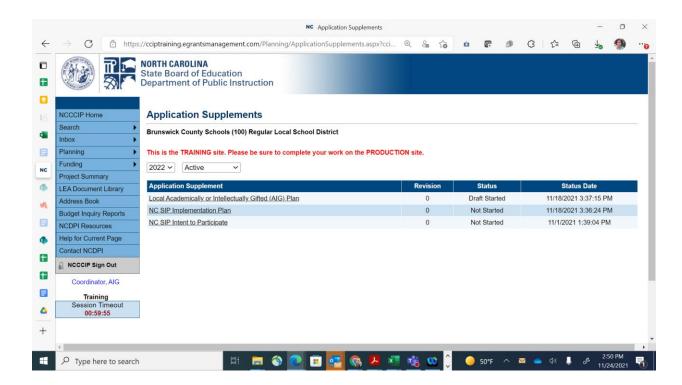
- 6. Contact the person (or persons) listed here to gain access to the Local AIG Plan.
- 7. Once you have obtained credentials, login to NC CCIP site.



## Navigating to find the Local AIG Plan (2022-25)

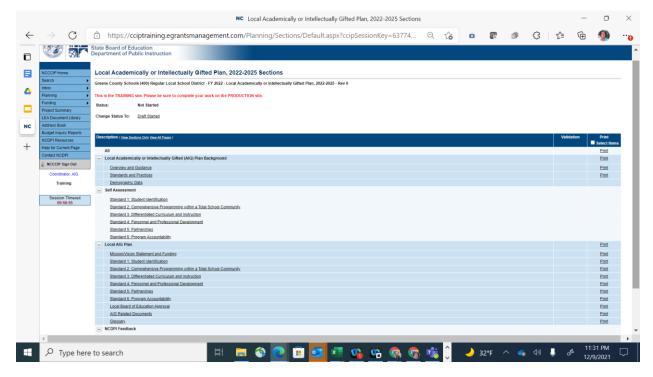
Find the Local AIG Plan, within the application supplements nestled under 'Funding'







## **Local AIG Plan Landing Page:**



## The following 'SECTIONS' are found on the landing page:

- Application Status
  - Status
  - Change status to
- Local AIG Plan Background
  - Overview and Guidance
  - Standards and Practices
  - Demographic Data\*
- Self-Assessment
  - Each standard has a separate page\*
- Local AIG Plan
  - Mission/Vision Statement and Funding\*
  - NC AIG Program Standard pages\*
  - Local Board of Education Approval\*
  - o AIG Related Documents
  - Glossary
- NCDPI Feedback
  - Feedback Documents

<sup>\*</sup>Denotes where elements required for Local AIG Plan submission are located within the platform.



## **Entering Local AIG Plan Information**

Before any content can be entered into the Local AIG Plan, the status must be changed. Upon initial login, the status reflects 'Not Started' – the LEA AIG Data Entry role OR the LEA AIG Coordinator, have permission to change the status to Draft Started.

Status: Not Started

Change Status To: Draft Started

Select 'Draft Started' and then Confirm when the following confirmation message appears:



Begin entering the content for the required elements of the Local AIG Plan (listed below).

**District Demographics** 

District information

- Contact information
- Mission/Vision
- Funding

Standard information

- Self-assessment rating
- · Ideas for Strengthening the Standard
- Planned sources of evidence

Practice information

- Self-assessment rating
- Individual LEA responses

Local Board of Education approval of the local AIG plan – date and evidence (sample template provided)



## **Local AIG Plan Background and Guidance SECTION**

#### 1. Overview and Guidance:

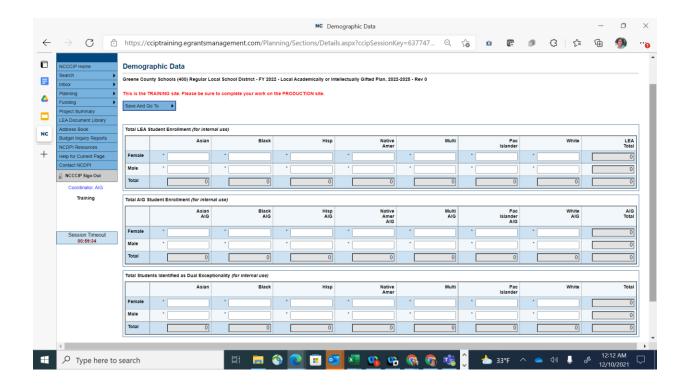
This section contains guidance around the Local AIG Plan submission process.

#### 2. NC AIG Program Standards and Practices:

The complete list of all NC AIG Program Standards and Practices is found here, along with a link to the NC AIG Program Standards document.

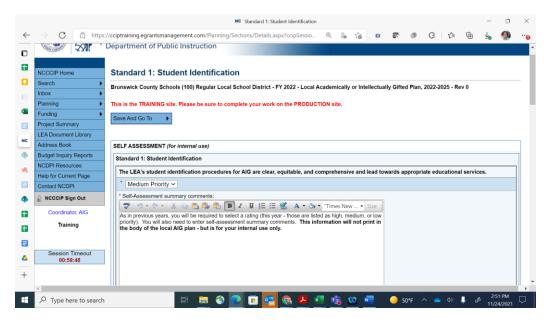
## 3. District Demographic Data

The tables shown below are to be used for entering all demographic data for the district or charter school. Enter the numbers of students by gender and ethnic group for both the total LEA, the AIG program, and the students identified with a dual exceptionality. The data will not be available for the public to review in this form.

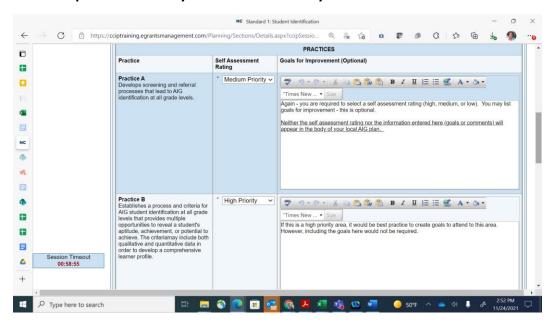




#### Self-Assessment SECTION:



As in previous years, you will be **required to select a rating** for each overall standard (this year - those are listed as high, medium, or low priority). You will also need to enter self-assessment summary comments for the overall standard. **This information will not print in the body of the local AIG plan - but is for your internal use only.** 



The **self-assessment rating** (high, medium, or low priority) is **required for each practice**. There is **optional** space to outline goals for improvement. *Neither the self-assessment rating nor the information entered here* (goals or comments) will appear in the body of your local AIG plan. This information will be used by the NCDPI team to set the direction for professional learning opportunities over the course of the 2022-25 Local AIG Plan cycle.



#### **Local AIG Plan SECTION**

## Section 1: Mission/Vision Statement and Funding

All fields on this section page are required for submission of the Local AIG plan.

#### **LEA Superintendent Name:**

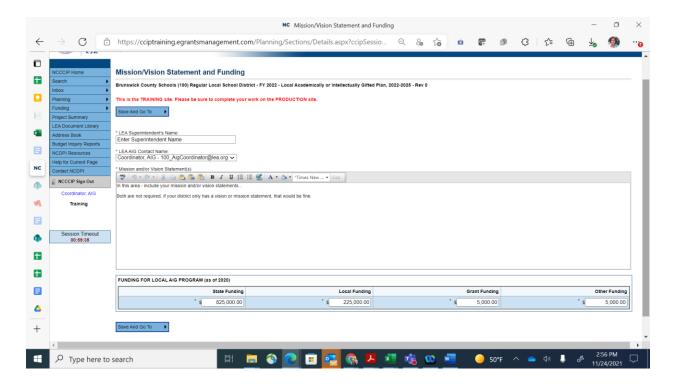
**Enter information** 

#### **LEA AIG Contact Name:**

Select the person responsible for implementing the Local AIG Plan and program in the district or charter school from the drop-down menu.

## Mission and/or Vision Statement(s):

Space is provided for entering AIG Program mission and/or vision statements, as well as information about district or charter school funding.

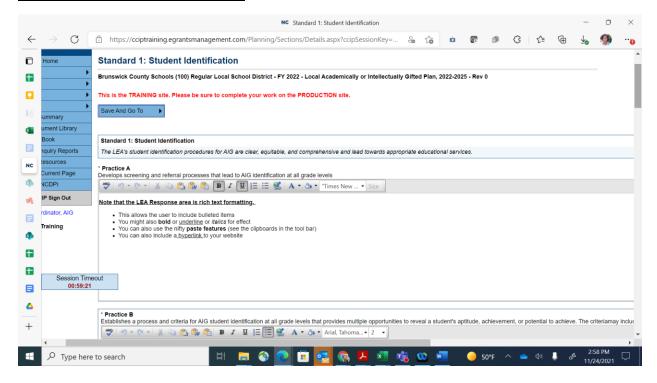




#### Section 2: Individual Standard Pages: each page contains the following:

- LEA Response area for each practice\*
- Ideas for Strengthening the Standard\*
- Planned Sources of Evidence\*
- Additional documents

#### LEA Response area (shown below):



## Note that the LEA Response area is rich text formatting.

- This allows the user to include bulleted items
- You might also **bold** or underline or *italics* for effect
- You can also use the paste features (see the clipboards in the tool bar)
- You can also include <u>hyperlinks</u> to your website

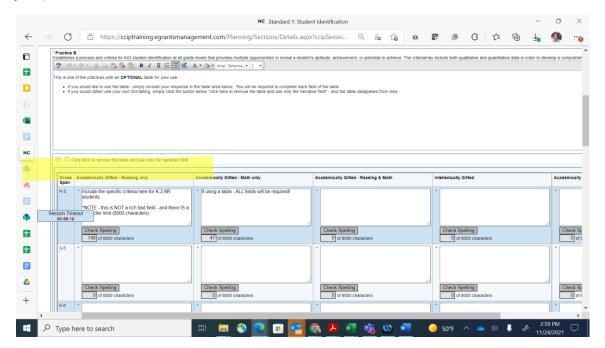
Throughout the standards pages, there are practices with an **OPTIONAL** table designed for your use. The tables were designed to ensure all components of these particular practices (1b, 2a, 6e, and 6j) were fully addressed.

 If you would like to use the table - simply include your response in the table area (as shown below). If you choose to use the table, you will be required to complete each field of the table.



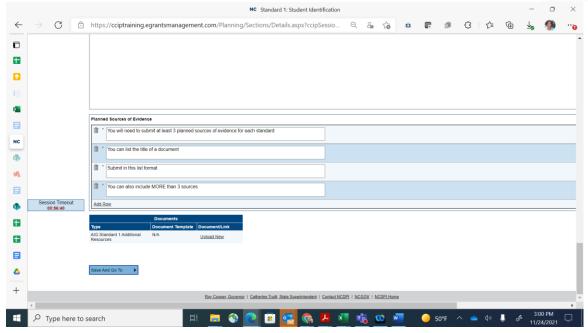
• If you would rather use your own formatting, simply click the button above the table which states "click here to remove the table and use only the narrative field" - and the table will disappear from view and will not be printed in your Local AIG plan.

\*NOTE – the tables do not use a rich text field and there IS a character limit (8000 characters per field).



Ideas for Strengthening the Standard, Planned Sources of Evidence, and an Additional Documents hub are found at the bottom of the standards page, following all individual practices (shown below). The 'Ideas for Strengthening the Standard' has a rich text formatted entry box, while the 'Planned Sources of Evidence' are entered in list format — with a requirement for at least three (3) sources of evidence. The Additional Documents area is optional and can be used to upload any supplemental documents relating to the specific NC AIG Program Standard.



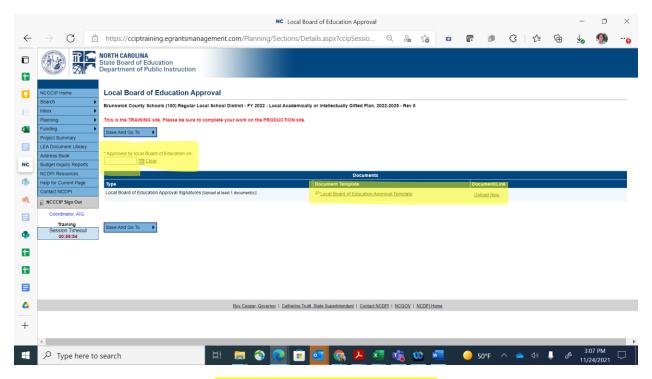




#### Section 3: Local Board of Education Approval to Submit the Local AIG Plan

All Local AIG Plans require Local Board of Education (LBE) approval **before** submitting to the State Board of Education (SBE) and NCDPI for review and feedback. In this area, two components are required in order to submit the Local AIG Plan:

- 1. Local Board of Education approval date use the calendar feature to select the date on which your Local AIG Plan was approved by your LBE.
- 2. Local Board of Education approval document users will upload a document to verify local board approval of newly adopted Local AIG Plan. A template has been uploaded in this area for users and can be modified to include additional information. Alternatively, districts and charter schools may submit their own LBE approval documentation.



**TO SUBMIT THE LOCAL AIG PLAN:** 

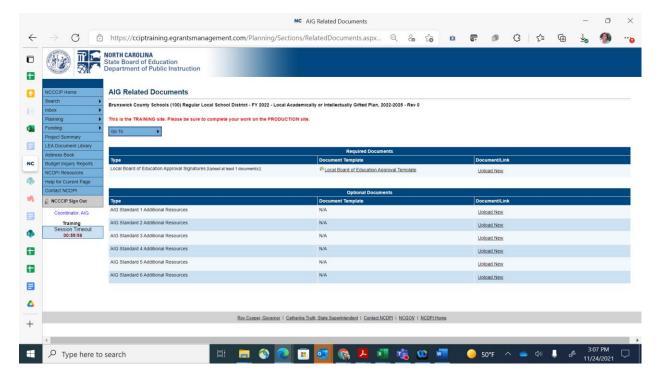
The LEA AIG Coordinator can SUBMIT the Local AIG Plan once all content has been input into the NC CCIP and both the local board of education approval date and local board of education approval document.

To submit the Local AIG Plan, the LEA AIG Coordinator will **change the status** of the plan from 'draft started' to **'Local AIG Plan Submitted**.' If there is any content missing, you will receive an error message and will be prompted to complete the missing fields before being able to submit the Local AIG Plan.



## Section 4: AIG Related Documents section:

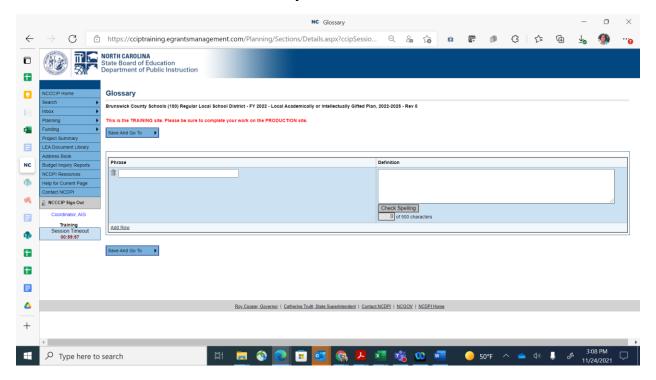
This is an additional area where all supplemental documents can be uploaded. This view will show all uploaded documents – whether uploaded on the individual standards pages or here.





## Section 5: AIG Glossary

This section is optional for users, with all content entered here printing in a glossary format at the end of the Local AIG Plan. *Note: The information can be entered one row at a time.* 





#### **Local AIG Plan Feedback Documents Section**

Once all Local AIG Plans have been reviewed, the NCDPI team will load all feedback documents here for archival purposes.

