



## Overview

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Based on feedback and support from the field, the Colorado Department of Education has created an online system to generate and maintain both district- and school-level Unified Improvement Plans (UIP). This document provides an overview of the online system, including document access, anticipated features and identity management.

CDE continues to offer the online system through a phased-in implementation approach. The system will be available to all districts and schools, however participation is voluntary during the first and second year of implementation (2014-15 and 2015-16). Paper-based templates (MS Word) will still be available during this transition period. Districts and schools interested in adopting the online system are encouraged to contact the UIP team for support. Online system demonstrations will be available throughout the 2015-16 school year.

Timeline	Activities
July 2015	CDE releases the paper and online UIP templates for 2015
August-Sept 2015	CDE populates customized directions and pre-populated reports (Section I) for schools and districts. Pre-populated paper templates (MS Word) will be accessible through the Online UIP System.
Fall 2015	The Action Planning section of the UIP will be enhanced to work as a project planning tool (Pending)
Fall 2015	The public-facing UIP will be more interactive (Pending).
Winter 2015	Feedback for all Priority Improvement and Turnaround Plans will only be accessible through the Online UIP System.

## Highlights of the Online UIP System

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### Structure of the Online UIP System template

- UIP will have a more streamlined look and feel.
- Connections will be made dynamically throughout the online system between root causes, priority performance challenges and major improvement strategies.
- UIP template updates (e.g., version changes from year to year) will occur automatically.
- Required addenda will automatically attach to the UIP based on program information.

### Submission and Communication Features

- Districts will submit district and school UIPs for review and public posting, eliminating the Tracker System.
- Districts can utilize a “chat” feature to communicate with schools and CDE.

### Document Management Features

- Once a UIP is submitted for public posting, the online system will store that UIP for all future years.
- Users will be able to populate information from past UIPs to support refreshing the plan (e.g., targets copied into the “progress monitoring of the previous year’s targets” worksheet).



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## Reporting Features

- A dashboard will provide summary level information regarding both district- and school-level UIPs. This will include customized timelines.
- CDE can generate reports using UIP data (e.g., types of root causes, major improvement strategies) across multiple districts and schools.

## Review Features

- Districts can review school plans in one place.
- Districts can monitor school plans' progress.
- CDE will share review feedback for districts and schools on the accountability clock, eliminating the Tracker System.

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## Identity Management

- Local Access Managers (LAMs) will allocate users to the online system, assigning one role per user, either "District Admin" "District User" "School Admin" or "School User". District users will have access to administrative pages that manage all UIPs in the district, while school users will log directly into their plan.
- The Online UIP System operates on a platform that requires individual licenses for each user within the system. Each school and district will receive at least two licenses. Larger systems may receive additional licenses upon request.

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## Potential Implications of the Online UIP System

- Because CDE will manage both the online UIP system and paper UIPs for the 2015-16 school year, some supports from the state may be limited. CDE will determine later, with feedback from the field, on how long to maintain both systems.
- To maximize technology, the look and feel of the online UIP system will be different from the paper UIP.
- Small, rural districts<sup>i</sup> writing combined plans for the districts and its schools must notify CDE to generate a specialized template.
- Growing pains that occur with implementing a new system (e.g., users will need to learn how to use the new system).

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<sup>i</sup> i.e., less than 1000 students; 1000-1200 students with CDE approval