

ePlan User Audit Instructions

Local Educational Agencies (LEAs)

The ePlan User Audit is important to ensure that user access is accurately assigned and to maintain the integrity of the funding and program information that is provided to the department through ePlan. Please see the instructions below for completing the ePlan User Audit

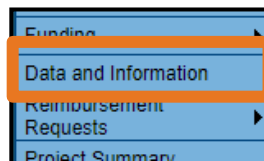
Topic	Contact
ePlan technical support and user access	ePlan.Help@tn.gov
User Access Forms	ePlan User Access Form for LEAs

Workflow

ePlan Role	ePlan Function
LEA ePlan User Audit Director	Click Draft Started Respond to questions
LEA ePlan User Audit Director	Click Draft Completed
LEA Authorized Representative (Director of Schools)	Click LEA Authorized Representative Approved (or LEA Authorized Representative Not Approved)
TDOE LEA ePlan User Audit Director Reviewed or Returned (Department project directors)	Click TDOE LEA ePlan User Audit Director Approved (or TDOE LEA ePlan User Audit Director Returned)

ePlan User Audit Instructions

- The *ePlan User Audit* must be completed by the **LEA ePlan User Audit Director**.
Note: This role was pre-assigned to LEA Authorized Representatives and User Access Administrators in October 2023. Other ePlan users may request the role by completing the [ePlan User Access Form for LEAs](#).
- To navigate to the *ePlan User Audit* from the ePlan homepage, click on *Data and Information* on the ePlan main menu.



- Select the *Fiscal Year 2023* from the drop-down box. Select the *LEA ePlan User Audit* from the list of *Data and Information* tools.

- Data and Information tools open to the Sections Page. From here click *Draft Started*. If you are unable to click *Draft Started*, hover over the *Draft Started* button to see a list of individuals who have access. **Only users with the ePlan User Audit Director roles may click Draft Started.**

Status:	Not Started
Change Status To:	<u>Draft Started</u>

5. Click *Confirm* to change the *ePlan User Audit* status to *Draft Started*.

You are about to change the status of this Data and Information to Draft Started. Click Confirm to change the status.	
<u>Confirm</u>	Cancel

6. Each page in the *LEA ePlan User Audit* section and the *School-Level Audit* section must be completed.

Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/> History Log	
History Log	
Create Comment	
<input type="checkbox"/> LEA ePlan User Audit	
Overview	
LEA Details	
LEA Authorized Representative, User Access Administrator, and Fiscal Roles	
LEA Application Roles	
LEA Data and Information Roles	
LEA Monitoring Roles	
LEA Other Roles	
LEA Planning Roles	
Assurances	
<input type="checkbox"/> School-Level Audit	
School Planning Roles	
School Operation Date	
<input type="checkbox"/> Checklist	
Checklist	
All	

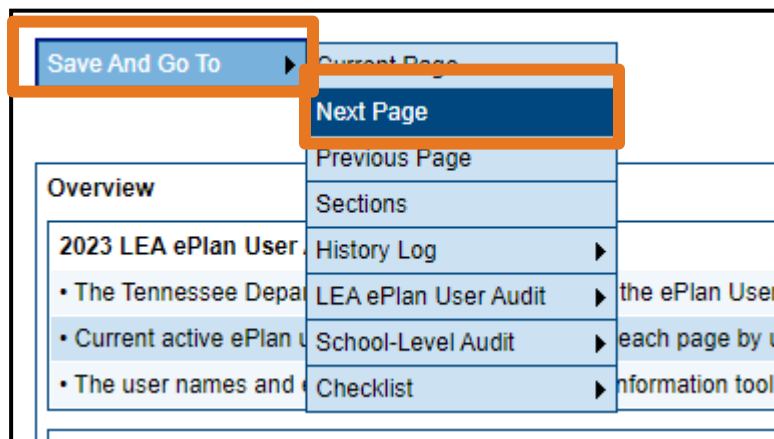
The table below describes what roles are provided on each page:

Roles Page Title	Roles Description
Overview	Instructions for completing the User Access Audit.
LEA Authorized Representative, User Access Administrator, and Fiscal Roles	The <i>LEA Authorized Representative</i> role is reserved for the <i>Director of Schools</i> . LEA <i>User Access Administrators</i> can add LEA and School Roles in ePlan, except for the roles listed on this page. Fiscal roles are assigned as needed to allow users to provide fiscal approval or complete <i>Reimbursement Requests</i> and <i>Final Expenditure Reports</i> .
LEA Application Roles	Roles that allow the user to edit specific <i>Funding Applications</i> .
LEA Data and Information Roles	Roles that allow users to edit specific <i>Data and Information tools</i>
LEA Monitoring Roles	Roles that allow users to edit specific <i>Monitoring Instruments</i>
LEA Other Roles	Roles that allow users other permissions, including <i>County</i> and <i>School Board</i> Roles, view-only roles.
LEA Planning Roles	Roles that allow users to edit and approve <i>District</i> and <i>School Plans</i>
School Planning Roles	Instructions and Assurance for completing the <i>School Planning Roles</i> audit: these roles are only assigned to school-level staff.
School Operation Date	The LEA must confirm the first year of operation for each school in the LEA. This information will be added to the school record in ePlan and loaded to the Consolidated Funding Application.

7. Select the **Overview** page. Review the Audit instructions.



8. Click **Save and Go To** then select **Next Page** to navigate to the **LEA Details** page.



9. Variations of the LEA's name are pre-populated to this page. Review the variations, then select the option that is the full, official name of the LEA.

Local Educational Agency Details

- The ePlan help team plans to update organization records in ePlan to be consistent with the data provided to the School Directory, and LEA's full official name.
- The full official name is the name that appears on the LEA's formal letterhead, communications, and legal documentation. This typically looks like:
"Apple City Schools" rather than "Apple City" or "Apple";
"Banana County Schools", rather than "Banana Co. Schools", "Banana Co." etc.;
"Cherry Special School District" rather than "Cherry SSD", "Cherry Schools", "Cherry Sp. Dist.";
"Tropical-Dragon Fruit County Schools" rather than "Dragonfruit", "Tropical-Dragon-Fruit", "Dragon Fruit Co." etc.
- This change will be retroactive; all ePlan records will display the updated name.

LEA Name Variations

- Option 1-This is how the LEA's name appears in the ePlan organization record (As of Oct. 6, 2023): Apple
- Option 2-This is how the LEA's name appears in the School Directory (As of Oct. 6, 2023): Apple
- Option 3-This is how the LEA's name appears in other department documentation: Alamo City Schools

* Please indicate what actions should be taken with the ePlan organization record:

☐ Option 1-The ePlan organization record reflects the full official LEA Name correctly. Do not make any changes.

☐ Option 2-Update the ePlan organization record to match the School Directory name provided above.

☐ Option 3-Update the ePlan organization record to reflect this name shown above in Option 3.

☐ Option 4-Other (please specify):

10. Click "Save and Go To" then select Next Page to navigate to the **LEA Authorized Representative, User Access Administrator, and Fiscal Roles** page.

Notifications

System Notifications	After each status change, ePlan automatically sends a notification email to all users in the organization who have the ePlan role
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* Resources

[Click here to open the](#)

Contacts

District Technology	Sections
User access or Tech	History Log
	LEA ePlan User Audit
	School-Level Audit
	Checklist

Save And Go To

11. Roles, Names, and Emails address of the individuals that are assigned each role are prepopulated into the data and information tool. Complete the page by reviewing each role.

Role Name	User Name	User Email	Remove Role
CBO ePlan User Audit Director	John Doe	john@email.org	<input type="checkbox"/> - check to remove
LEA Authorized Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove
LEA Fiscal Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove

12. To request a role be removed from an individual, please click the checkbox in the *Remove Role* column.

	User Name	User Email	Remove Role	
Director	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	
Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	
Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	CONFLICT- The LEA Authorized Representative cannot hold the LEA Fiscal Representative Role. Please indicate which role should be removed

13. Where applicable, the last column highlights role conflicts between *LEA Authorized Representative* roles and *LEA Fiscal Representative* roles. If this column contains a red "Conflict" message, the organization must specify which role should be removed to resolve the conflict. This action will be completed after the completion of the audit period. Note: The message will not disappear when the action is selected.

Role Name	User Name	User Email	Remove Role	
CBO ePlan User Audit Director	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	
LEA Authorized Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	
LEA Fiscal Representative	John Doe	john@email.org	<input type="checkbox"/> - check to remove this role	CONFLICT- The LEA Authorized Representative cannot hold the LEA Fiscal Representative Role. Please indicate which role should be removed

See the table below for possible conflict resolution actions.

Conflict Message	Possible Resolutions
CONFLICT— LEA Authorized Representative Role may only be assigned to one user account.	<ul style="list-style-type: none"> Check the box to remove the <i>LEA Authorized Representative</i> role for all individuals <u>except</u> for the individual who is employed as the Director of Schools. The individual assigned the <i>LEA Authorized Representative</i> role must have final legal authority for the organization.
CONFLICT— The LEA Authorized Representative cannot hold the LEA Fiscal Representative Role. Please indicate which role should be removed	<ul style="list-style-type: none"> Check the box to remove the <i>LEA Authorized Representative</i> role for this individual. or Check the box to remove the <i>LEA Fiscal Representative</i> role for this individual. or Check both boxes to remove both roles from this individual.

14. To request a new user be assigned a user role, please navigate to the [ePlan User Access Form for LEAs](#) and follow the instructions on the form.

15. Repeat **steps 10 – 12** for the remaining LEA Roles pages. The conflict message does not appear on the remaining LEA Roles pages.

16. Navigate to the *Assurances* page, by clicking *Save and Go To*, then *LEA ePlan User Audit*, and then *Assurances*. On the *Assurances* page, read the assurances and check the box to indicate that the conditions have been met for the ePlan User Audit.

☐ * ePlan User Audit Assurance is hereby provided that:

1. The LEA-level/School-Level user audit pages have been reviewed for accuracy by the LEA Authorized Representative and/or district user access administrator.
2. All LEA user roles deemed unnecessary have been marked to be removed.
3. The LEA User Access Administrator has reviewed school-level ePlan users and removed roles for all outdated users.
4. The LEA Authorized Representative role is only assigned to the Director of Schools who has final legal authority for the organization.
5. The individual assigned the LEA Authorized Representative role is not assigned the LEA Fiscal Representative role.

17. Save the page, then return to the Sections Page, by clicking *Save and Go To*, then Sections.
18. Complete the School Planning Roles user audit, by clicking *Address Book* on the ePlan left Navigation menu, then the **View All District Contacts** link. Scroll to view School Contacts.
19. Ensure that all listed School Contacts are correctly assigned user roles.
20. Remove any school users that no longer need school roles by Oct. 31, 2023. See [instructions on how to remove and add school plan users and roles](#).
21. Navigate back to the Data and Information tool by clicking *Data and Information* on the left navigation menu, selecting the 2023 Fiscal Year, and the LEA ePlan User Audit. From the Sections page, select *School Planning Roles*.
22. Check the assurance that All School User roles are correctly assigned. Any outdated roles have been removed.

Instructions

1. Please review Users currently assigned School-level ePlan user roles by navigating to the **Address Book**, clicking the **"View All District Contacts"** link, and scrolling to view **School Contacts**.
2. Ensure that all listed users are correctly assigned user roles
3. Remove any school users that no longer need school roles by Oct. 31, 2023. Click [here](#) for instructions on how to remove and add school plan users and roles.

Confirm that School User Roles are correct

☐ * All School User roles are correctly assigned. Any outdated roles have been removed.

23. Click Save and Go To > Next Page. For each school, provide the First Year of Operation. e.g., For a school that began operation in the **2023-24 school year**, enter the first year of operation as **2023**.

School Operation Date

Sample County (###) Public District - FY 2023 - LEA ePlan User Audit - Rev 0

[Save And Go To](#) ▶

School Operation Date

This information is being collected to add to a column in the Consolidated Funding Application > Title I > School Eligibility page.

Full School Name	School Number	School Type	First Year of Operation (e.g., for a school that began operation in the 2023-24 school year, please enter 2023)
Sample County Career Technical Center	010-0003	Public School	* <input type="text"/>
Sample County High School	010-0002	Public School	* <input type="text"/>

24. Return to the *Sections* page by clicking *Save and Go To*, then *Sections*.



25. On the *Sections* page, the person assigned the *LEA ePlan User Audit Director* role must change the *ePlan User Audit* status to *Draft Completed*.

 A screenshot of a status change form. It has two rows. The first row is labeled 'Status:' and has the value 'Draft Started'. The second row is labeled 'Change Status To:' and has a dropdown menu with 'Draft Completed' selected. The 'Draft Completed' option is highlighted with an orange rectangle.

26. Click *Confirm* to submit the *ePlan User Audit*.

 A screenshot of a confirmation message box. The text inside reads: 'You are about to change the status of this Data and Information to Draft Completed. Click Confirm to change the status.' At the bottom right of the box are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with an orange rectangle.

27. On the *Sections* page, the *LEA Authorized Representative* must change the *ePlan User Audit* status to *LEA Authorized Representative Approved*. (If the *LEA Authorized Representative* is completing the audit without input from other staff members, the *LEA Authorized Representative* must complete both status changes.)

 A screenshot of a status change form. It has two rows. The first row is labeled 'Status:' and has the value 'Draft Completed'. The second row is labeled 'Change Status To:' and has a dropdown menu with 'LEA Authorized Representative Approved' selected. Below this dropdown is another link: 'LEA Authorized Representative Returned with Feedback'. The 'LEA Authorized Representative Approved' option is highlighted with an orange rectangle.

28. Click *Confirm* to submit the *ePlan User Audit*.

 A screenshot of a confirmation message box. The text inside reads: 'The LEA-Level/School-Level user audit has been reviewed for accuracy and any user roles deemed unnecessary have been marked to be removed. You are about to change the status of this Data and Information to LEA Authorized Representative Approved. Click Confirm to change the status.' At the bottom right of the box are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with an orange rectangle.

29. After the *ePlan User Audit* is submitted, the *ePlan* team will remove the requested roles. The timeline for removal may be up to a month. *LEA ePlan User Audit Directors* will receive an email when User Access removals are complete.