

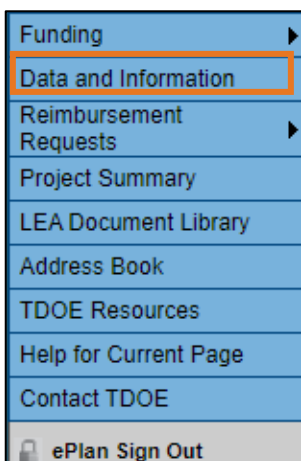
# McKinney-Vento Subgrant Mid-Year Performance Review ePlan Guide

## Purpose

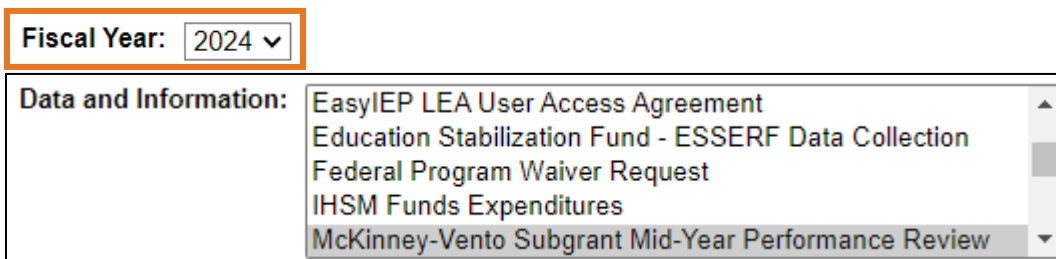
The purpose of the McKinney-Vento subgrant is to facilitate enrollment, attendance, and success in schools for homeless children and youth for all three years of the grant. The Mid-Year Performance Review is an extension of the subgrant application. This review will allow local education agencies (LEAs) to reflect on and document what has been working within the homeless program and areas that may need refinement.

## McKinney-Vento Mid-Year Performance Review Instructions

1. Subgrant recipients must complete the mid-year performance review utilizing the goals and activities that were included in the FY24 subgrant application and reflect on progress made towards obtaining those goals.
2. To navigate to the *McKinney-Vento Mid-Year Performance Review* from the ePlan homepage, click on **Data and Information** on the ePlan main menu.



3. Select the **Fiscal Year** from the drop-down box, and select **McKinney-Vento Mid-Year Performance Review** from the list of Data and Information tools.



4. Click **Draft Started**.
  - a. If you are unable to click **Draft Started**, hover over the **Draft Started** button to see a list of individuals who have access.
  - b. **Note:** Only users with the LEA Authorized Representative role may click **Draft Started**.

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

5. Click **Confirm** to change the *McKinney-Vento Subgrant Mid-Year Performance Review* 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.

Confirm
Cancel

6. Complete the *Cover Page*.

**Local Educational Agency Details**

\* LEA Number

\* LEA Name

**LEA Homeless Liaison**

\* LEA Homeless Liaison Name

\* LEA Homeless Liaison Email Address

\* LEA Homeless Liaison Phone Number

7. The total amount of FY24 McKinney-Vento Subgrant Grant funds awarded will auto-populate.

McKinney-Vento Subgrant Details	
McKinney-Vento Subgrant Grant funds	
Total amount of FY23 McKinney-Vento Subgrant Grant funds awarded:	
Total amount of FY23 McKinney-Vento Subgrant funds obligated as of Dec. 31, 2022	\$

8. Complete the *Program Goals, Outcomes, and Objectives (1-3)* by entering the program goal as written in the approved grant application and check the response that best describes progress made up to this point on Program Goal 1.

**Note:** All LEAs were required to submit three program goals. All three goals must be listed in the mid-year review.

**Program Goal 1**

\* Enter Program Goal 1 as written in approved grant application

ABC [undo] [redo] [cut] [copy] [paste] [bold] [italic] [underline] [bulleted list] [numbered list] [link] [font color] [font size] [Times]

Check the response that best describes progress made up to this point on Program Goal 1:

☐ Exceeding Goal

☐ Meeting Goal

☐ Making Progress Towards Goal

☐ Not Making Progress Towards Goal

9. Complete the *Activities*, *Data Source*, *Activity Progress Update*, and *Next Steps* for each program goal.

Activities to Achieve the Objective (as written in approved grant application)	Data Source(s) Used to Evaluate Progress	Activity Progress Update (What aspect(s) of the activity have been successfully implemented? What are your challenges?)	Next Steps (What needs to happen next in order to maintain or increase progress? If progress is not being made, what adjustments will occur?)
<div data-bbox="253 1482 537 1516"> <div data-bbox="253 1482 537 1516" style="background-color: #f0f0f0; height: 145px; position: relative;"> <div data-bbox="253 1482 537 1516" style="position: absolute; top: 0; left: 0; width: 100%; height: 100%;"></div> <div data-bbox="253 1482 537 1516" style="position: absolute; bottom: 0; right: 0; width: 20px; height: 20px; transform: rotate(45deg); border: 1px solid black;"></div> </div> </div>	<div data-bbox="550 1482 828 1516"> <div data-bbox="550 1482 828 1516" style="background-color: #f0f0f0; height: 145px; position: relative;"> <div data-bbox="550 1482 828 1516" style="position: absolute; top: 0; left: 0; width: 100%; height: 100%;"></div> <div data-bbox="550 1482 828 1516" style="position: absolute; bottom: 0; right: 0; width: 20px; height: 20px; transform: rotate(45deg); border: 1px solid black;"></div> </div> </div>	<div data-bbox="841 1482 1143 1516"> <div data-bbox="841 1482 1143 1516" style="background-color: #f0f0f0; height: 145px; position: relative;"> <div data-bbox="841 1482 1143 1516" style="position: absolute; top: 0; left: 0; width: 100%; height: 100%;"></div> <div data-bbox="841 1482 1143 1516" style="position: absolute; bottom: 0; right: 0; width: 20px; height: 20px; transform: rotate(45deg); border: 1px solid black;"></div> </div> </div>	<div data-bbox="1156 1482 1477 1516"> <div data-bbox="1156 1482 1477 1516" style="background-color: #f0f0f0; height: 145px; position: relative;"> <div data-bbox="1156 1482 1477 1516" style="position: absolute; top: 0; left: 0; width: 100%; height: 100%;"></div> <div data-bbox="1156 1482 1477 1516" style="position: absolute; bottom: 0; right: 0; width: 20px; height: 20px; transform: rotate(45deg); border: 1px solid black;"></div> </div> </div>

10. If the LEA does not have *Program Goals, Outcomes, and Objectives (4-6)*, check the box to disable the Program Goal 4 section if it does not apply.

☐ Please check this box to disable the Program Goal 4 section if it does not apply.

**Program Goal 4**

\* Enter Program Goal 4 as written in approved grant application

**Note:** All goals on this page must be disabled to submit.

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

**Save And Go To** ▶ Current Page

Next Page

Previous Page

**Instructions**

Please check the appro

**Sections**

History Log ▶

LEA Interscholastic Athletics Certification ▶

Pursuant to Chapter 274 of the Public Acts of 2021 (PC 274), now codified

12. Change the status to **LEA McKinney-Vento Subgrant Mid-Year Performance Review Director Draft Completed**.

**Status:** Draft Started

**Change Status To:** LEA McKinney-Vento Subgrant Mid-Year Performance Review Director Draft Completed

13. Check the box and click **Confirm** to submit the *McKinney-Vento Subgrant Mid-Year Performance Review*.

☒ By submitting this Coordinated School Health Action Plan, the LEA certifies that the information included is accurate to the best of its knowledge and will work with TDOE to resolve any issues identified in the review process.

You are about to change the status of this Data and Information to LEA McKinney-Vento Subgrant Mid-Year Performance Review Director Draft Completed. Check the box and Click Confirm to change the status.

**Confirm** **Cancel**

All Mid-Year Performance Reviews are due on or before **Friday, Jan. 5, 2024**.