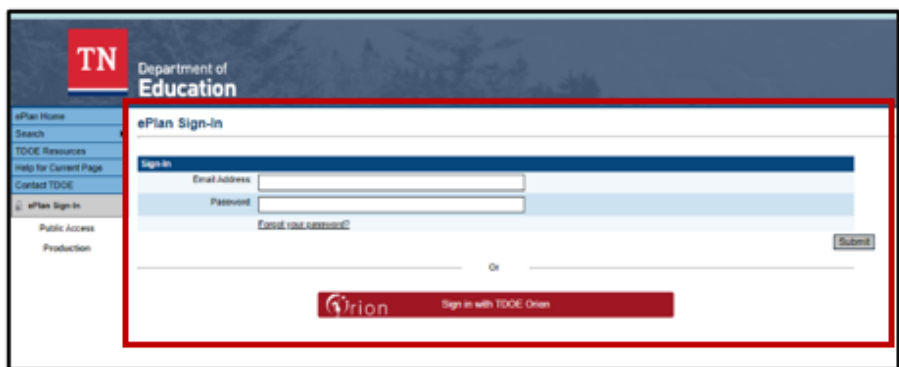
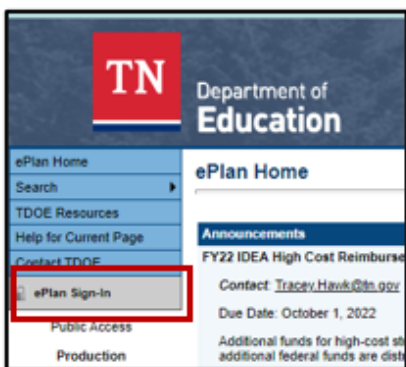


IDEA Partnership for Systemic Change Grant Monitoring

Step-by-Step Guide to ePlan Submission

IDEA Partnership for Systemic Change Grant Monitoring Instructions

1. Log onto ePlan using the following link: <https://eplan.tn.gov/>. Use the credentials given by the ePlan platform to sign into your account.



2. Hover over **Monitoring** on the left navigation menu then click **Monitoring Instruments**



TN Department of
Education

ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Data and Information

Monitoring Instruments

Tennessee State Board of Education (986) State Special School - FY 2024

2024 ▼ Active ▼

Monitoring Instrument	Revision
Partnership for Systemic Change Grant Monitoring	0

- The Monitoring Instruments page will appear. Make sure the Fiscal Year is **2024**. Select **Partnership for Systemic Change Grant Monitoring** in the Monitoring Instruments list.

Monitoring Instruments

Tennessee State Board of Education (986) State Special School - FY 2024

2024 ▼ Active ▼

Monitoring Instrument	Revision	Status	Status Date
Partnership for Systemic Change Grant Monitoring	0	Not Started	4/30/2024

- Once your specific LEA sections page has loaded, click **Draft Started**. You will be asked to click **Confirm** once the page loads.

Partnership for Systemic Change Grant Monitoring Sections

Tennessee State Board of Education (986) State Special School - FY 2024 - Partnership for Systemic Change Grant Monitoring - Rev 0

Status: Not Started

Change Status To: **Draft Started**

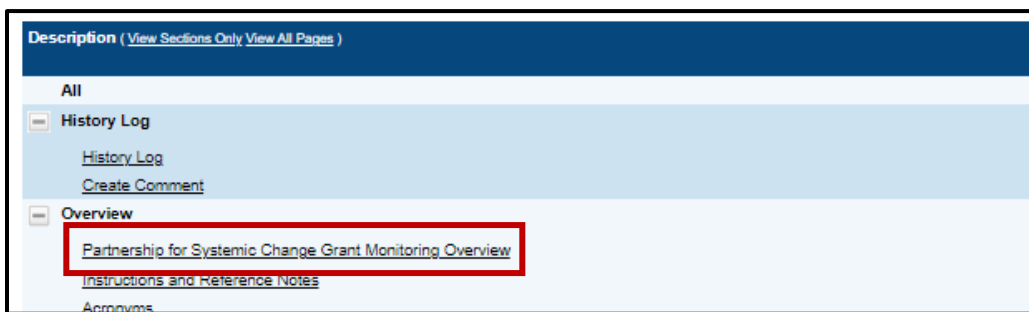
Status Change Confirmation

Tennessee State Board of Education (986) State Special School - FY 2024 - Partnership for Systemic Change Grant Monitoring - Rev 0

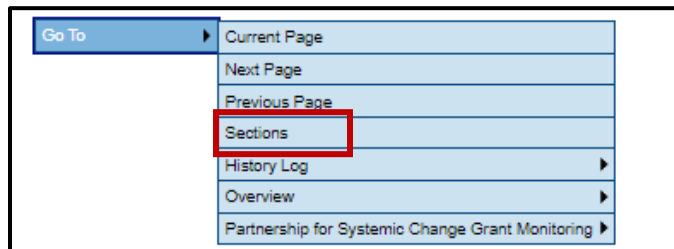
You are about to change the status of this Monitoring Instrument to Draft Started. Click Confirm to change the status.

Confirm **Cancel**

5. From the Sections page, click **Partnership for Systemic Change Monitoring Overview**.

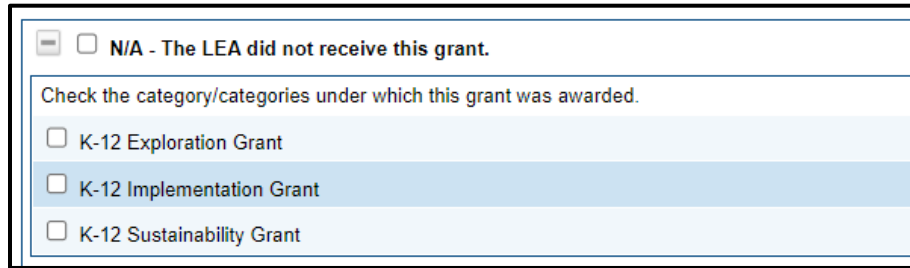


6. Read the entire Monitoring Overview page. No action is needed on this page. Once the user has read this entire page, hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.



7. From the Sections page, click **Instruction and Reference Notes**. Read the entire Instructions and Reference Notes page. No action is needed on this page. Choose **Sections** to return to the correct page to proceed.
8. From the Sections page, click **Assurances**. Read the Assurances page, then check that the LEA agrees. Hover the cursor over the **Go To** button and a selection menu will pop up. Choose **Sections** to return to the correct page to proceed.
9. From the Sections page, click **Cover Page**. Complete the Cover Page items.
10. From the Sections page, click **FY24 Partnership for System Change K-12**. If your LEA was not awarded funds for the Partnership for System Change K-12 grant, click the check box for **N/A** and move to the **FY24 Partnership for System Change Preschool** page.

11. If your LEA was awarded funds for the Partnership for System Change K-12 grant, complete this page. Check the appropriate category under which this grant was awarded.



☐ **N/A - The LEA did not receive this grant.**

Check the category/categories under which this grant was awarded.

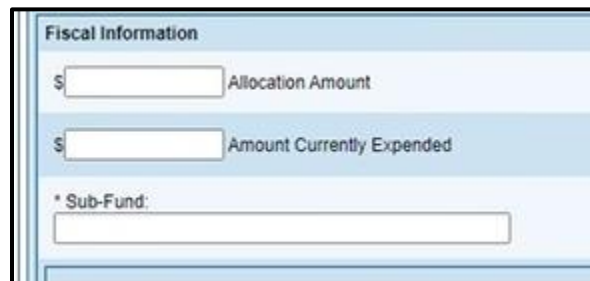
☐ K-12 Exploration Grant

☐ K-12 Implementation Grant

☐ K-12 Sustainability Grant

12. Upload the required documentation. This documentation must include a copy of your 142 Statement of Expenditures with Sub-Fund highlighted (do not upload account analysis or Purchase Orders), PARs/Semi-Annual Certifications (if FTEs were paid with grant funds), and photos of equipment with inventory labels (if items over \$5,000 per unit were purchased with grant funds). Please upload and label each documentation item separately.

13. Once all uploads are complete you will begin the **Fiscal Information** area.



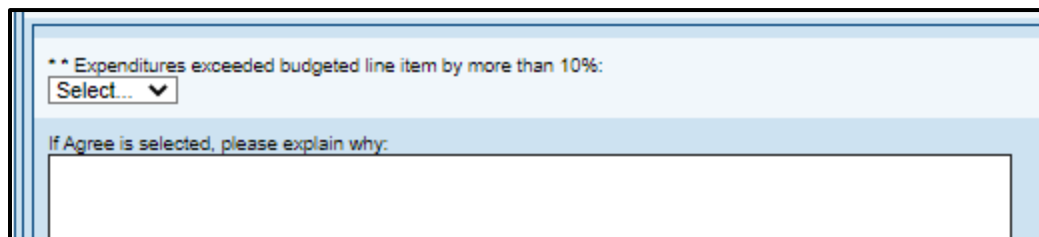
Fiscal Information

\$ Allocation Amount

\$ Amount Currently Expended

* Sub-Fund:

14. In the Allocation Amount box, type the total amount awarded. (This could include any applicable carryover funds for FY24). Then you will enter the amount of funds that were expended from this grant in the Amount Currently Expended field. In the Sub-Fund box, type the Sub-Fund number that was assigned to this particular grant.
15. You will then move to the next fiscal area. If your LEA exceeded a budget line item by more than 10 percent, select **Agree** and then explain why more than 10 percent was exceeded in the box below.

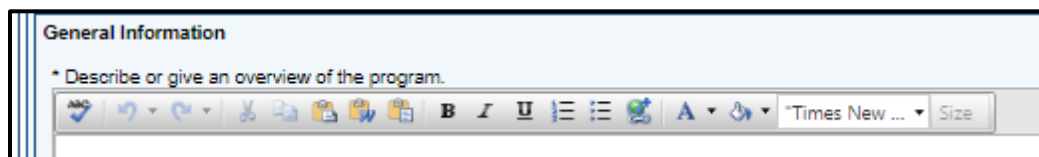


**** Expenditures exceeded budgeted line item by more than 10%:**

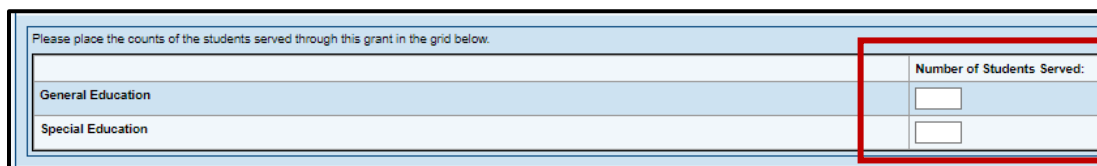
Select...

If Agree is selected, please explain why:

16. In the **General Information** area, provide an overview of the grant program.

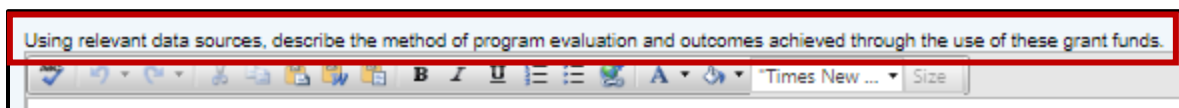


17. Once you have completed the **Overview**, provide the number of students in both General Education (if applicable) and Special Education students that benefited from the grant.



	Number of Students Served:
General Education	<input type="text"/>
Special Education	<input type="text"/>

18. In the last section, provide details using relevant data to describe the program evaluation method and outcomes achieved through these grant funds.



19. Navigate back to the Sections page and repeat this same process for the **FY24 Partnership for System Change Preschool** page.
20. Once you have completed all Monitoring pages, return to the Sections page and select **LEA Partnership for Systemic Change Grant Monitoring Director Draft Completed**.



21. The monitoring application will then go to LEA Fiscal Representative for approval, followed by the LEA Authorized Representative. **You must ensure this process is completed by May 28, 2024.**