

Tennessee Department of Education

Non-Traditional Educational Program (NEP)

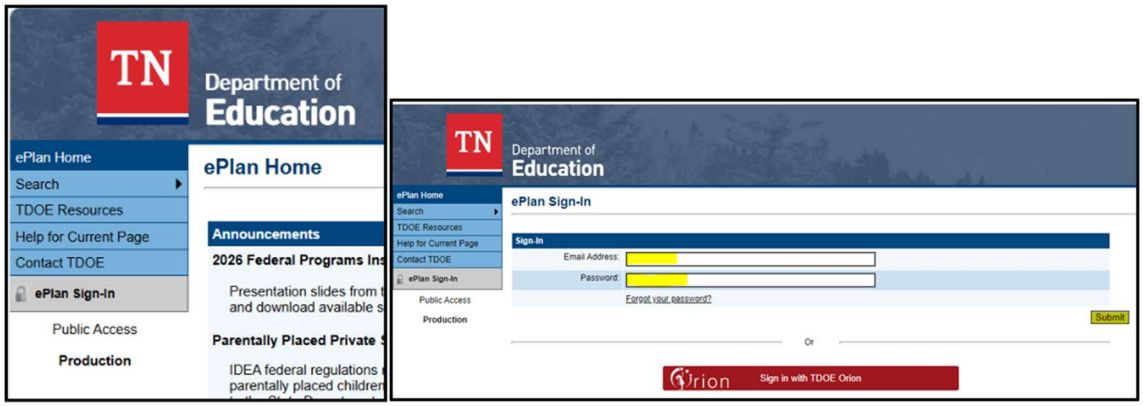
Step-by-Step Guide to Reporting CSPR Data

Technical Assistance Guide| October 2026

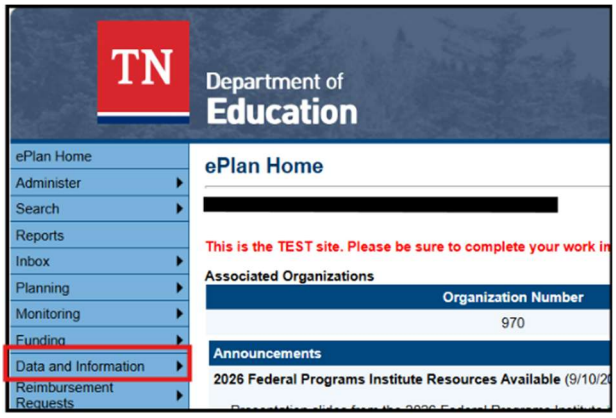
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Accessing the Annual Count Reporting Instrument

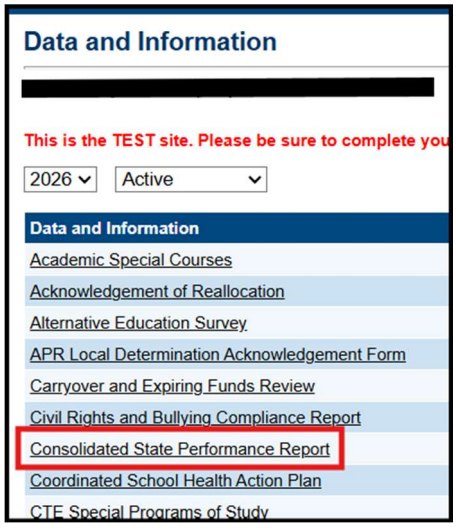
1. Log onto ePlan using the following link: https://eplan.tn.gov/. Use the credentials given by the ePlan platform to sign into your secure account.



2. With appropriate roles, use the left navigation to select Data and Information. (This step has not changed.)

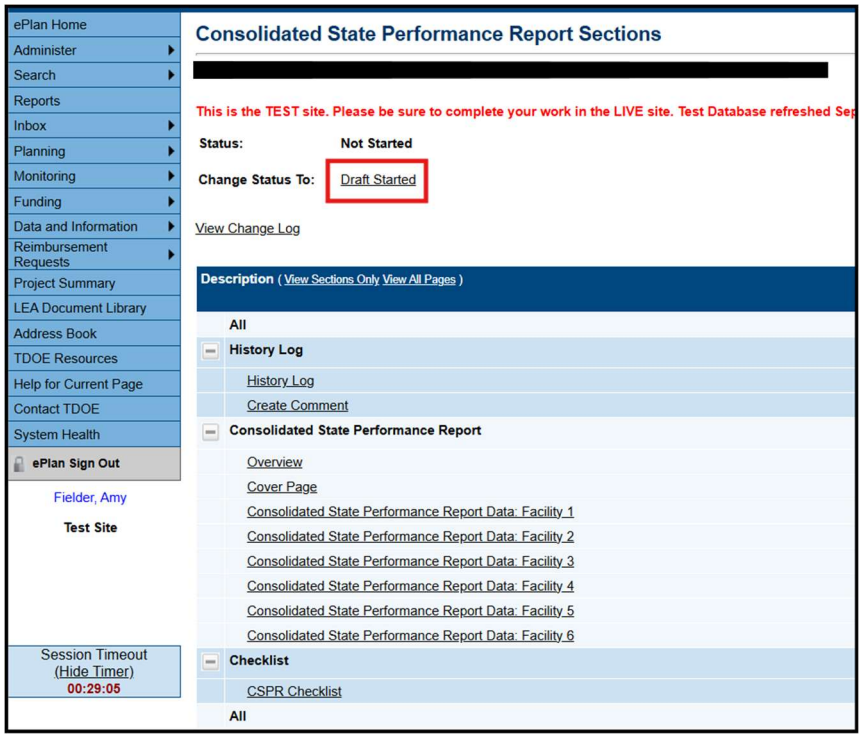


3. Ensure Fiscal Year **2026** and **Active** are selected and choose "**Consolidated State Performance Report"** from the list. (The instrument will appear in your LEA's Active list once the instrument is opened.)

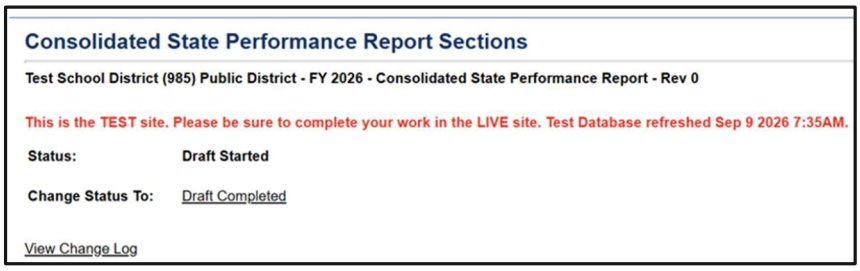


Preparing the CSPR Instrument for Data Entry

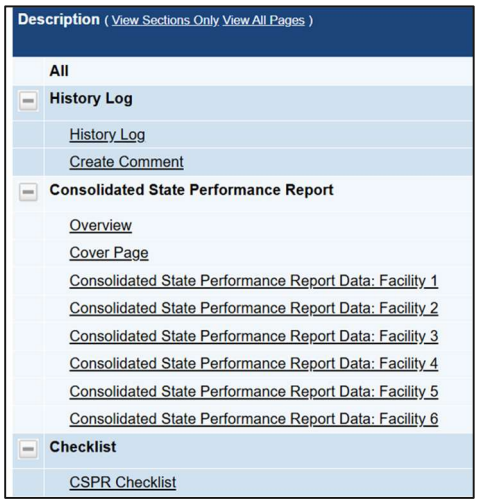
4. Select Draft Started. This will return you to the original screen.



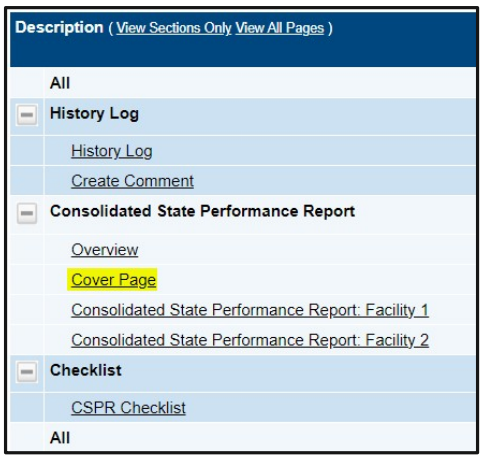
5. The screen will refresh and look like the one below. Status: **Draft Started**

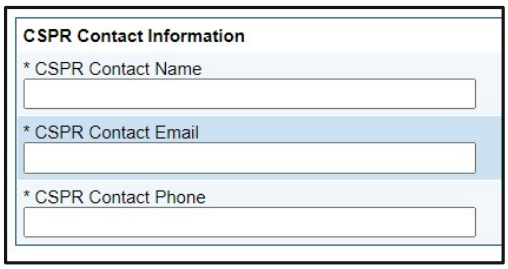


6. Scroll to the *Overview* page and click. Read the Program Guidance and Instruction. Click **Go To**, then **Sections**. This will return you to the original screen.

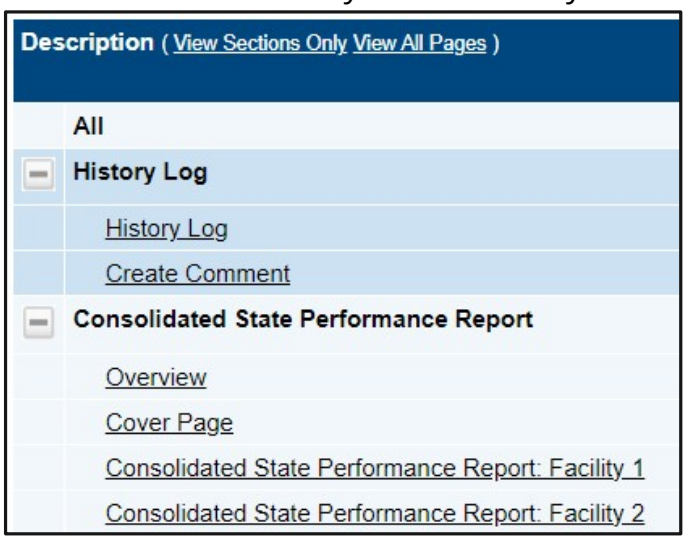


7. Scroll to the *Cover Page* and click. Fill in the Contact Information. Click **Go To**, then **Sections**. This will return you to the original screen.





8. Next, click "Consolidated State Performance Report: Facility 1" to begin entering the CSPR data information from your first facility.

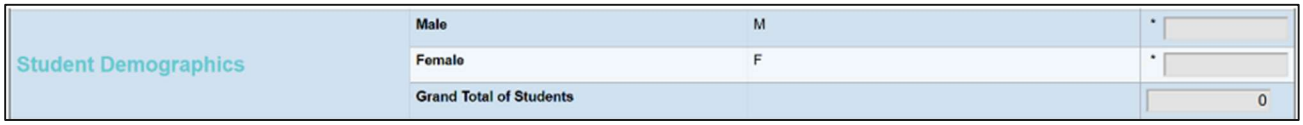


9. **Review Facility Details.** (Note: This information will be prepopulated by ePlan. Ensure that you are entering the data for the facility listed in Facility Details only.)



Facility Details	**Facility ID (4 digits)**		9025
	Facility Name		Norris Academy
	Facility Type		Neglected RTC

10. **Enter Student Demographics.** (Note: Federal data only allows male and female.)



Student Demographics	**Male**	M	*
	Female	F	*
	Grand Total of Students		0

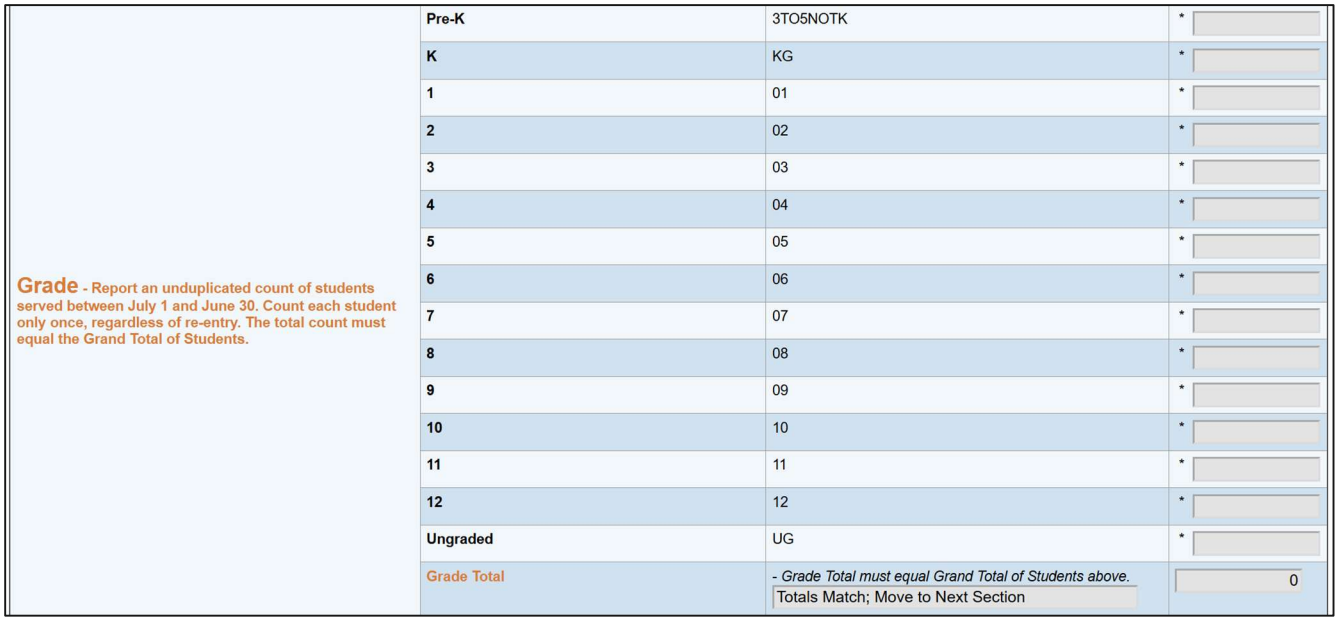
11. **Enter Race/Ethnicity data.** (The combined total across all race/ethnicity must equal the grand total reported in the **Student Demographics** section before proceeding to the next section.)

Race/Ethnicity - Report an unduplicated count of students served between July 1 and June 30. Count each student only once, regardless of re-entry. The total count must equal the Grand Total of Students.	American Indian or Alaska Native	AM7	*
	Asian	AS7	*
	Black or African American	BL7	*
	Hispanic/Latino	HI7	*
	Native Hawaiian/Other Pacific Islander	PI7	*
	White	WH7	*
	Two or More Races	MU7	*
	Race/Ethnicity Total	*- Race/Ethnicity Total must equal Grand Total of Students above.* Totals Match; Move to Next Section	0

12. **Enter Age data.** (The combined total across all ages must equal the grand total reported in the **Student Demographics** section before proceeding to the next section.)

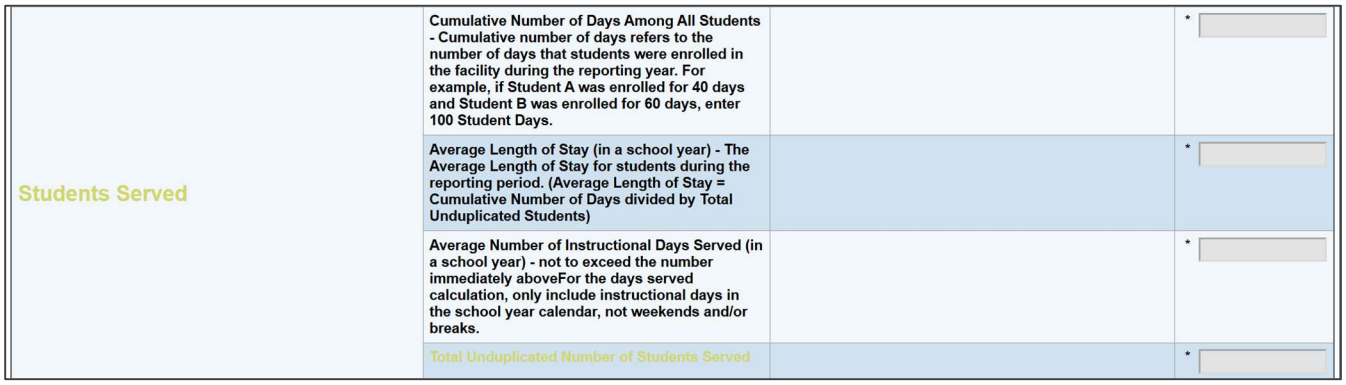
Age - Report an unduplicated count of students served between July 1 and June 30. Count each student only once, regardless of re-entry. The total count must equal the Grand Total of Students.	Age 3-5	3TO5	*
	Age 6	6	*
	Age 7	7	*
	Age 8	8	*
	Age 9	9	*
	Age 10	10	*
	Age 11	11	*
	Age 12	12	*
	Age 13	13	*
	Age 14	14	*
	Age 15	15	*
	Age 16	16	*
	Age 17	17	*
	Age 18	18	*
	Age 19	19	*
	Age 20	20	*
	Age 21	21	*
	Age Total	*- Age Total must equal Grand Total of Students above.* Totals Match; Move to Next Section	0

13. **Enter Grade-level data.** Report each student in the grade level in which they were most recently enrolled at the time they exited the facility or as of **June 30** of the reporting year. For example, if a student entered the facility in 7th grade, was promoted to 8th grade during enrollment, and exited while enrolled in 8th grade, report the student **only once** in the 8th-grade total. (The combined total across all grade levels must equal the grand total reported in the **Student Demographics** section before proceeding to the next section.)



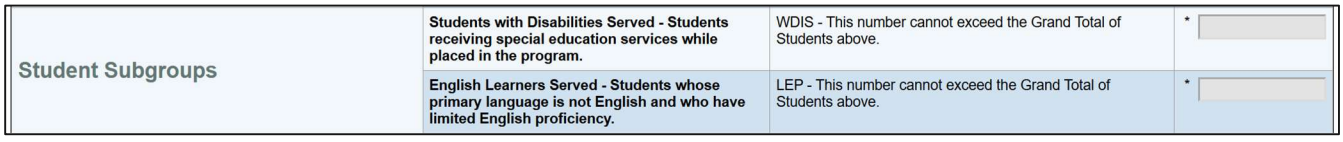
Grade - Report an unduplicated count of students served between July 1 and June 30. Count each student only once, regardless of re-entry. The total count must equal the Grand Total of Students.	**Pre-K**	3TO5NOTK	*
	K	KG	*
	1	01	*
	2	02	*
	3	03	*
	4	04	*
	5	05	*
	6	06	*
	7	07	*
	8	08	*
	9	09	*
	10	10	*
	11	11	*
	12	12	*
	Ungraded	UG	*
	Grade Total	*- Grade Total must equal Grand Total of Students above.* Totals Match; Move to Next Section	0

14. **Enter counts for Students Served.** (**Important:** Carefully review the instructions and field descriptions for each item you report. Follow the reporting requirements exactly, as all data submitted are used for federal reporting purposes.)



Students Served	**Cumulative Number of Days Among All Students - Cumulative number of days refers to the number of days that students were enrolled in the facility during the reporting year. For example, if Student A was enrolled for 40 days and Student B was enrolled for 60 days, enter 100 Student Days.**		*
	Average Length of Stay (in a school year) - The Average Length of Stay for students during the reporting period. (Average Length of Stay = Cumulative Number of Days divided by Total Unduplicated Students)		*
	Average Number of Instructional Days Served (in a school year) - not to exceed the number immediately aboveFor the days served calculation, only include instructional days in the school year calendar, not weekends and/or breaks.		*
	Total Unduplicated Number of Students Served		*

15. **Enter Student Subgroups data.** (The total count of SWD or EL students **must not exceed** the grand total reported in the **Student Demographics** section.)



Student Subgroups	**Students with Disabilities Served - Students receiving special education services while placed in the program.**	WDIS - This number cannot exceed the Grand Total of Students above.	*
	English Learners Served - Students whose primary language is not English and who have limited English proficiency.	LEP - This number cannot exceed the Grand Total of Students above.	*

16. **Enter In-Facility Academic and Vocational Outcomes.** (Students may have more than one outcome.)

In Facility Academic and Vocational Outcomes - In the fields to the right, please indicate the total number of students who achieved an outcome while enrolled at the facility. As a reminder, students may have more than one outcome.	Earned High School Credits	N EARNCRE	*
	Enrolled in the GED/HiSET Program	N ENROLLGED	*
	Earned a GED/HiSET (a one-time outcome per student)	N EARNGED	*
	Obtained a High School Diploma (one-time outcome per student)	N EARNDIPL	*
	Accepted and/or Enrolled in Post-Secondary Education	N POSTSEC	*
	Enrolled in Job Training Course/Program	N ENROLLTRAIN	*
	Obtained Employment	N OBTAINEMP	*
	No Academic Outcome Collected		*
	Number of Unduplicated Students Who Had At Least One Outcome		*

17. **Enter After Exiting Academic and Vocational Outcomes.** (Students may have more than one outcome.)

After Exiting Academic and Vocational Outcomes - In the fields to the right, please indicate the total number of students who achieved an outcome within the 90 calendar days after exiting the facility. As a reminder, students may have more than one outcome.	Earned High School Credits	X EARNCRE	*
	Enrolled in a Local School District	X ENROLLSCH	*
	Enrolled in the GED/HiSET Program	X ENROLLGED	*
	Earned a GED/HiSET (a one-time outcome per student)	X EARNGED	*
	Obtained a High School Diploma (one-time outcome per student)	X EARNDIPL	*
	Accepted and/or Enrolled in Post-Secondary Education	X POSTSEC	*
	Enrolled in Job Training Course/Program	X ENROLLTRAIN	*
	Obtained Employment	X OBTAINEMP	*
	No Academic Outcome Collected		*
	Number of Unduplicated Students Who Had At Least One Outcome		*

18. **Enter Transition Services and Long-Term Students Served data.** (Totals for Transition Services and Long-Term Students Served **must not exceed** the grand total reported in the **Student Demographics** section.)

Transition Services - Services that help students return to their communities and be productive through continued education, vocational training, or employment.	Unduplicated Number of Students Who Received Transition Services		*
Long-Term Students Served - Students Served 90+ Days Consecutively	Number of Long-Term Students (Served 90+ Days Consecutively)	NDLONGTERM	*

19. **Enter Long-Term Student Performance Data (Math).** Using **only** students classified as Long-Term Students (served in the facility for 90 or more consecutive days), enter the count for each performance indicator below.

    Note: The Count of Long-Term Students Who Took the Initial Assessment and the Count of Long-Term Students Who Took the Follow-Up Assessment are automatically calculated from the performance indicator totals entered and will prepopulate. These totals **cannot be edited manually**.

Long-Term Students Performance Data: Math	Count of Long-Term Students Who Tested AT OR ABOVE Grade Level on the Initial Assessment	M PROFICIENT	*
	Count of Long-Term Students Who Tested BELOW Grade Level on the Initial Assessment	M NOTPROFICIENT	*
	Count of Long-Term Students Who Took the Initial Assessment	M INITIAL	0
	Count of Long-Term Students with NEGATIVE Grade Level Change from the Initial to Follow-Up Assessment	M NEGGRADE	*
	Count of Long-Term Students with NO Change in Grade Level from the Initial to Follow-Up Assessment	M NOCHANGE	*
	Count of Long-Term Students with Improvement Up to One Full Grade Level from the Initial to Follow-Up Assessment	M UPONEGRADE	*
	Count of Long-Term Students with Improvement More than One Full Grade Level from the Initial to Follow-Up Assessment	M UPGTONE	*
	Count of Long-Term Students Who Took the Follow-Up Assessment	M FOLLOWUP - cannot exceed total number of students who took the inital assessment	0

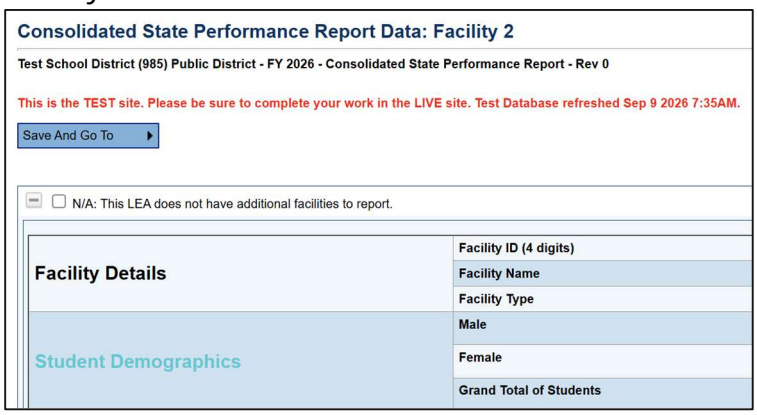
20. **Enter Long-Term Student Performance Data (Reading/Language Arts).** Using **only** students classified as Long-Term Students (served in the facility for 90 or more consecutive days), enter the count for each performance indicator below.

    Note: The Count of Long-Term Students Who Took the Initial Assessment and the Count of Long-Term Students Who Took the Follow-Up Assessment are automatically calculated from the performance indicator totals entered and will prepopulate. These totals **cannot be edited manually**.

Long-Term Students Performance Data: Reading/Language Arts	Count of Long-Term Students Who Tested AT OR ABOVE Grade Level on the Initial Assessment	RLA PROFICIENT	*
	Count of Long-Term Students Who Tested BELOW Grade Level on the Initial Assessment	RLA NOTPROFICIENT	*
	Count of Long-Term Students Who Took the Initial Assessment	RLA INITIAL	0
	Count of Long-Term Students with NEGATIVE Grade Level Change from the Initial to Follow-Up Assessment	RLA NEGGRADE	*
	Count of Long-Term Students with NO Change in Grade Level from the Initial to Follow-Up Assessment	RLA NOCHANGE	*
	Count of Long-Term Students with Improvement Up to One Full Grade Level from the Initial to Follow-Up Assessment	RLA UPONEGRADE	*
	Count of Long-Term Students with Improvement More than One Full Grade Level from the Initial to Follow-Up Assessment	RLA UPGTONE	*
	Count of Long-Term Students Who Took the Follow-Up Assessment	RLA FOLLOWUP - cannot exceed total number of students who took the inital assessment	0

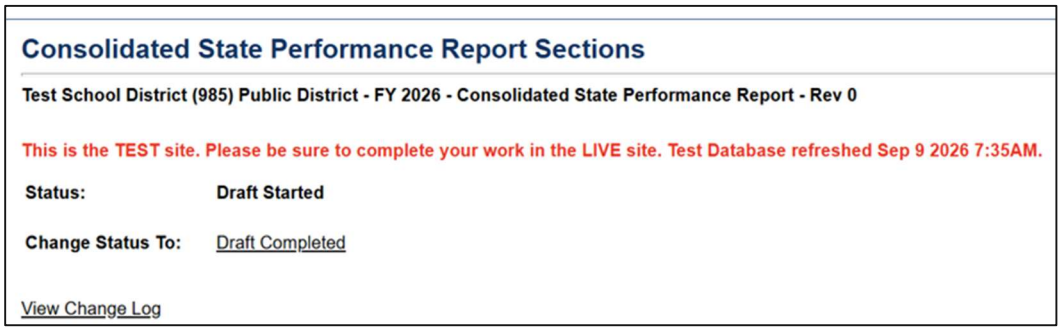
Entering Additional Facility Data

21. **Each of the six facility pages requires a response.** Enter CSPR data for each applicable facility page. For any unused facility pages, **N/A** will be marked by TDOE staff at the top of the page. For example, if you have three facilities, enter data on Facility 1, Facility 2, and Facility 3 pages, and check to ensure that **N/A** is marked for Facility 4, Facility 5, and Facility 6 to avoid submission errors.



Submitting the CSPR Instrument

22. When you are finished with **all** six (6) facility pages, return to the *Sections* page, and click **Draft Completed**.



Note: If there are any warnings or errors, please resolve them and click **Draft Completed** again. If there are still errors and you need assistance to submit, please reach out to Erin.Christian@tn.gov and send a screenshot of the error message.