

## Non-Traditional Education Program (NEP) Step-by-Step Guide to Reporting CSPR Data

## Accessing the CSPR Reporting Instrument

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

ePlan Home	ePlan Home	
Search 🕨		
TDOE Resources		
Help for Current Page	This is the TEST site	
Contact TDOE	Announcements	
🔒 ePlan Sign-In	IDEA High Cost Oper	
Public Access	Additional funds for Public Law 108-44	
Test Site	agencies (LEAs) ba	
	The FY23 IDEA Hig	

2. With appropriate roles, use the left navigation menu to select Data and Information.

ePlan Home	ePlan Home
Administer 🕨	
Search	Bartlett (794) Public District
Reports	This is the TEST site. Please b
Inbox 🕨	This is the TEST site. Flease b
Planning	Associated Organizations
Monitoring	
Funding	A
Data and Information	Announcements
Reimbursement	IDEA High Cost Opens June
Project Summary	Additional funds for high-cos Public Law 108-446, Sectior
LEA Document Library	agencies (LEAs) based on s
Address Book	The FY23 IDEA High Cost F roles prior to June 2023 will
TDOE Resources	users that need the addition
Help for Current Page	<u>Form for LEAs</u> . For more inf Cost State Plan and Technic
Contact TDOE	High Cost reimbursement ar
🔒 ePlan Sign Out	carry-over, and other funding TDOE will be reimbursing P



3. Ensure Fiscal Year 2025 is selected and choose Consolidated State Performance Report.

ePlan Home	Data and Information	
Administer 🕨		
Search 🕨		
Reports		
Inbox 🕨		
Planning •	2025 V Active V	
Monitoring	Data and Information	
Funding	Civil Rights and Bullying Compliance Report	
Data and Information	Comparability	
Reimbursement Requests	Consolidated State Performance Report	
Project Summary	Coordinated School Health Action Plan	
LEA Document Library	Data Reports for Students with Disabilities	
Address Book	EasyIEP LEA User Access Agreement	
TDOE Resources	Education Stabilization Fund - ESSERF Data Collection	
Help for Current Page	Federal Program Waiver Request	
Contact TDOE	Homeless Immunization Report	
ePlan Sign Out	IDEA High Cost	
	N & D Child Count Subpart 2	

## **Completing the CSPR Instrument**

4. Click <u>Draft Started</u>. This will return you to the original screen.





5. The screen will refresh and look like the one below.

Reports		
Inbox 🕨	Status:	Draft Started
Planning •	Change Status To:	Draft Completed
Monitoring		
Funding •	View Change Log	
Data and Information	Selected School:	✓ Create Selected School

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

Des	Description ( <u>View Sections Only View All Pages</u> )		
	All		
-	History Log		
	History Log		
	Create Comment		
-	Consolidated State Performance Report		
	Overview		
	<u>Cover Page</u>		
	Consolidated State Performance Report: Facility 1		
	Consolidated State Performance Report: Facility 2		
	Checklist		
	CSPR Checklist		
	All		

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.

Description ( <u>View Sections Only View All Pages</u> )			
	All		
	History Log		
	History Log		
	Create Comment		
-	Consolidated State Performance Report		
	Overview Cover Page		
	Consolidated State Performance Report: Facility 1		
	Consolidated State Performance Report: Facility 2		
	Checklist		
	CSPR Checklist		
	All		

CSPR Contact Information	
* CSPR Contact Name	
* CSPR Contact Email	
* CSPR Contact Phone	
L	

Note: One additional question will appear on this page but is <u>only</u> for the State Agencies, DCS and DOC.



8. Next, complete the page marked below by entering the CSPR data information from your first facility.

Description ( <u>View Sections Only</u> <u>View All Pages</u> )		
	All	
	History Log	
	History Log	
	Create Comment	
-	Consolidated State Performance Report	
	Overview	
	Cover Page	
	Consolidated State Performance Report: Facility 1	
	Consolidated State Performance Report: Facility 2	

	Facility Details * Facility Name Select.	ted or Delinquent Facility 💙	* Select the type of facility Facility Type is based on the Child Count submitted the same Fiscal Year. Data should provide ALL students enrolled during July 1 - June 30 for the fiscal year being reported. Select
•	All fields are required. Use 0 where appropriate.		
	Gender - This is an Unduplicated Count (ONE TIME) count of students who were se entry.	rved between July 1 and June 30 of the fiscal year being reported. St	idents are only counted once, regardless of the number of times of re-
	Male	Female	Total - Gender
	*	*	0

**Note: Each of the six facility pages requires a response.** Example: If you have 3 facilities, you will enter CSPR data into the Facility 1, 2, and 3 pages and mark the Facility 4, 5, and 6 pages by clicking N/A at the top of the page.

Consolidated State Performance Report: Facility 2		
Alcoa (051) Public District - FY 2023 - Consolidated State Performance Report - Rev 0		
This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed May 31 2023 8:31AM.		
□ □ N/A - The LEA does not have any other facilities to report.		
Facility Details		
* Facility Name	* Neglected or Delinquent Facility Select V	



## Submitting the CSPR Instrument

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

Consolidated State Performance Report Sections		
Alcoa (051) Public District - FY 2023 - Consolidated State Performance Report - Rev 0		
This is the TEST site	This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database	
Status:	Draft Started	
Change Status To:	Draft Completed	
View Change Log		

**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.