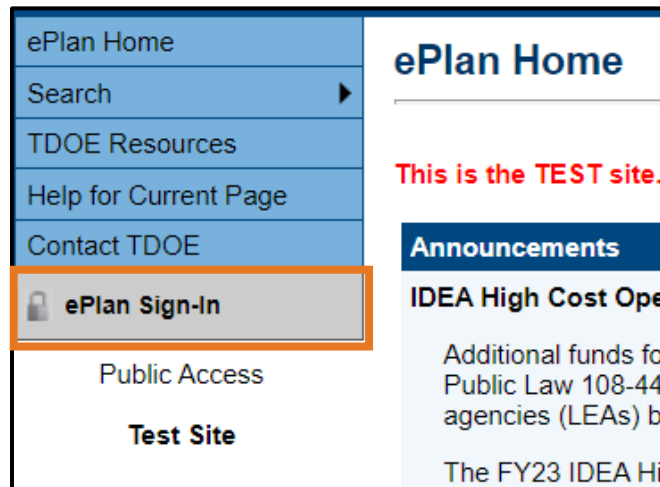


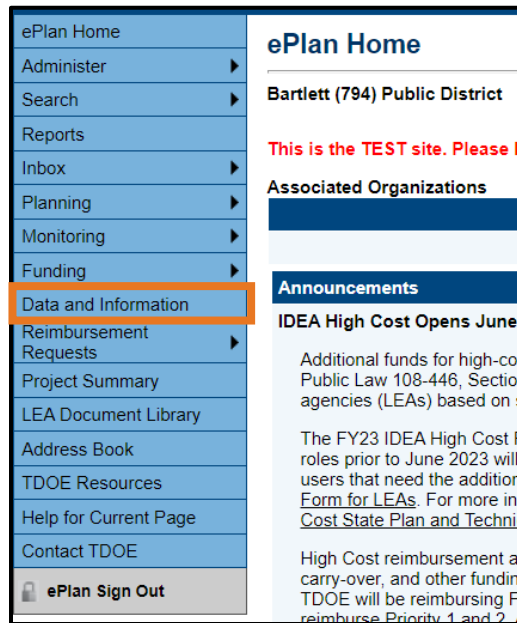
Non-Traditional Education Program (NEP) Step-by-Step Guide to Reporting CSPR Data

Accessing the CSPR Reporting Instrument

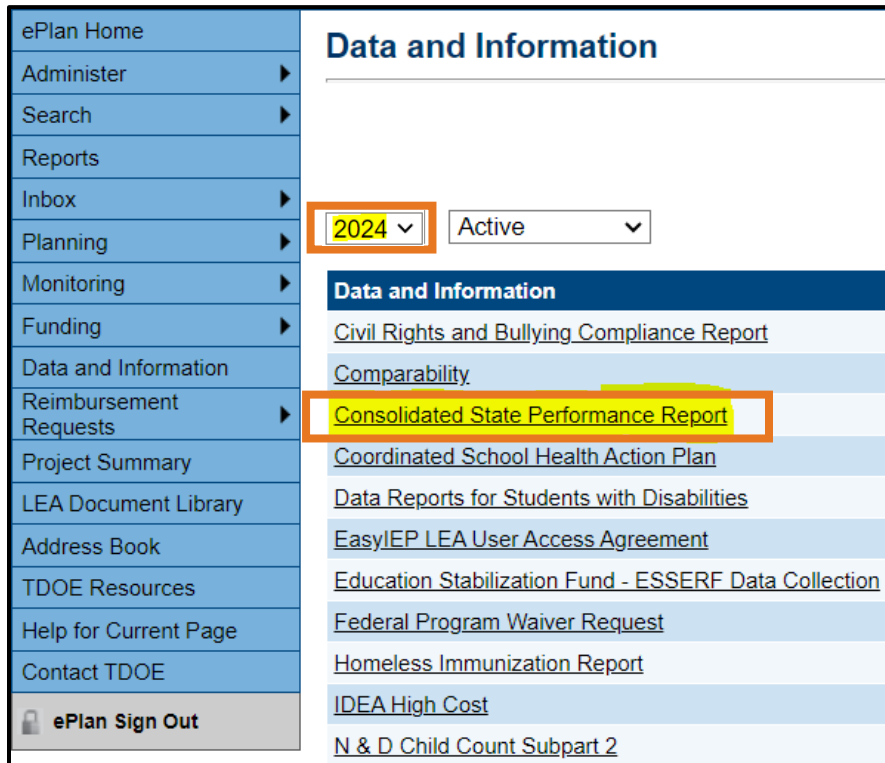
1. Log onto ePlan using the following link: <https://eplan.tn.gov/>. Use the credentials given by the ePlan platform to sign into your secure account.



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



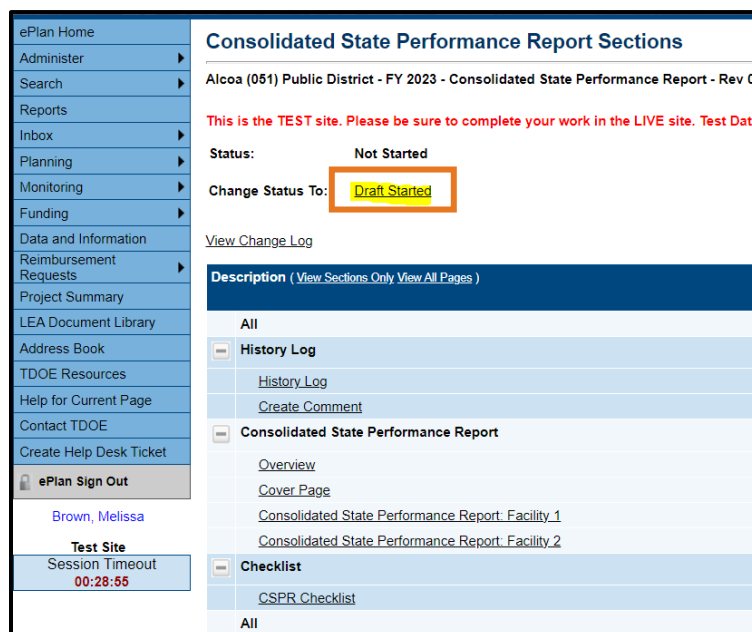
3. Ensure Fiscal Year **2024** is selected and choose **Consolidated State Performance Report**.



The screenshot shows the ePlan Home navigation menu on the left and the 'Data and Information' section on the right. In the navigation menu, '2024' is highlighted in a yellow box. In the 'Data and Information' section, 'Consolidated State Performance Report' is highlighted in a yellow box. Other items in the menu include 'Civil Rights and Bullying Compliance Report', 'Comparability', 'Coordinated School Health Action Plan', 'Data Reports for Students with Disabilities', 'EasyIEP LEA User Access Agreement', 'Education Stabilization Fund - ESSERF Data Collection', 'Federal Program Waiver Request', 'Homeless Immunization Report', 'IDEA High Cost', and 'N & D Child Count Subpart 2'.

Completing the CSPR Instrument

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



The screenshot shows the 'Consolidated State Performance Report Sections' page. The page title is 'Consolidated State Performance Report Sections'. Below the title, it says 'Alcoa (051) Public District - FY 2023 - Consolidated State Performance Report - Rev 0'. A red warning message reads: 'This is the TEST site. Please be sure to complete your work in the LIVE site. Test Data'. The status is 'Not Started'. The 'Change Status To:' dropdown menu is open, and 'Draft Started' is highlighted in a yellow box. Below this, there is a 'View Change Log' link. The main content area is titled 'Description (View Sections Only View All Pages)' and contains a list of sections: 'All', 'History Log' (with links for 'History Log' and 'Create Comment'), 'Consolidated State Performance Report' (with links for 'Overview', 'Cover Page', 'Consolidated State Performance Report: Facility 1', and 'Consolidated State Performance Report: Facility 2'), 'Checklist' (with link for 'CSPR Checklist'), and 'All'.

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

Reports	Status: Draft Started
Inbox ▶	Change Status To: Draft Completed
Planning ▶	View Change Log
Monitoring ▶	Selected School: <input type="text"/> Create Selected School
Funding ▶	
Data and Information	
Reimbursement	

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

Description (View Sections Only View All Pages)	
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	

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 (View Sections Only View All Pages)	
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	<input type="text"/>
* CSPR Contact Email	<input type="text"/>
* CSPR Contact Phone	<input type="text"/>

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

Description ([View Sections Only](#) [View All Pages](#))

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 * Neglected 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.

All fields are required. Use 0 where appropriate.

STUDENT DEMOGRAPHICS - UNDUPLICATED COUNT

Gender - This is an Unduplicated Count (ONE TIME) count of students who were served between July 1 and June 30 of the fiscal year being reported. Students are only counted once, regardless of the number of times of re-entry.

Male	Female	Total - Gender
* <input type="text"/>	* <input type="text"/>	<input type="text" value="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

Submitting the CSPR Instrument

9. When you are finished with **all** six (6) facility pages, return to the [Sections](#) 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. Please be sure to complete your work in the LIVE site. Test Database

Status: Draft Started

Change Status To:

[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.