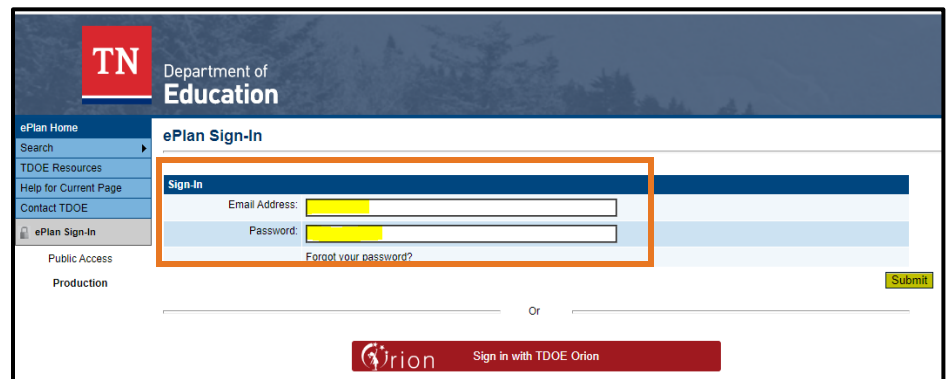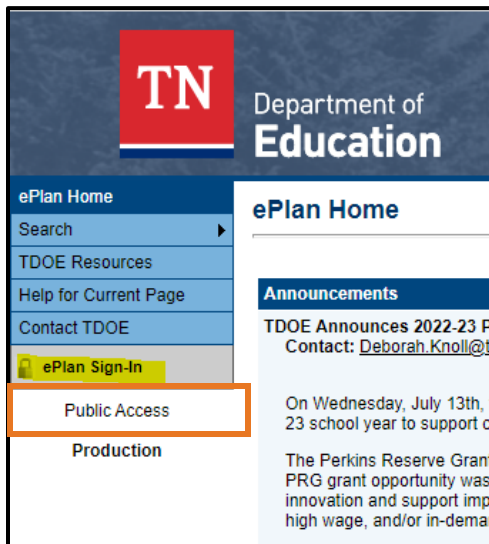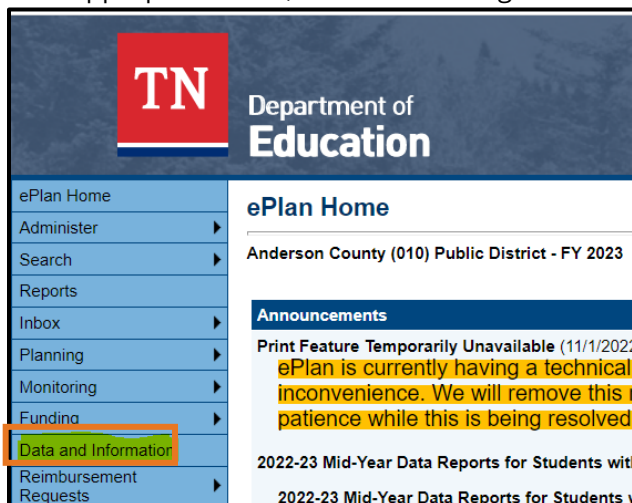# Non-Traditional Educational Program (NEP)
Technical Assistance Guide to Reporting Annual Count Data

Accessing the Annual Count Reporting Instrument

1. Log onto ePlan using the following link: https://eplan.tn.gov/.

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

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3. Select **2026** from the dropdown box and **N&D Child Count Subpart 2**.

Completing the Annual Count Instrument

4. Select **Draft Started**, and once the screen reloads, you will complete the four sections that are highlighted.

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5. Complete the *Cover Page*.

Cover Page

Tennessee Department of Education (000111000) Test District - FY 2024 - N & D Child Coun

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database

Go To ▶

Cover Page

* LEA Number

* LEA Name

* LEA Official Address

* LEA Official Phone Number

* N&D Contact Name

* N&D Contact Email Address

* N&D Contact Phone Number

Click **Go To**, then **Sections**. This will return you to the original screen.

6. Complete the *Report Basis for Eligibility* page.

Report Basis for Eligibility

Tennessee Department of Education (000111000) Test District - FY 2024 - N & D Child Count Subpart 2 - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Sep 13 2023 7:49AM.

Go To ▶

☐ *This institution qualifies for eligibility and assures the following:

1. The district has children and youth living in locally operated institutions for children who are neglected or delinquent and/or has children and youth living in adult correctional institutions.
2. The facility meets the definition of an institution for children and youth who are neglected or delinquent to be eligible.

Go To ▶

Click **Go To**, then **Sections**. This will return you to the original screen.

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7. Complete the *Enrollment* page.

- Enter the number of facilities of each type in your local educational agency (LEA).

Note: The screenshots below are from a previous year, but the directions remain the same.

- The total count for both types of facilities from 2024 will appear in that box (it cannot be changed). Enter the Total count for both types of facilities from 2025. The "Difference in Enrollment" will auto-calculate with a percentage.
- If both percentages are less than 10%, leave the box shown below unchecked and skip the next step.

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> ⊞ ☐ Check this box if this year's delinquent or neglected count (October 2023 Count) increased or decreased by 10% or more from last year's count (October 2022 Count).

- If either or both are a change of 10 percent or greater, check the box, provide a justification, and answer the two additional questions by selecting the appropriate response from the dropdown box.

> ⊟ ☑ Check this box if this year's delinquent or neglected count (October 2023 Count) increased or decreased by 10% or more from last year's count (October 2022 Count).
>
> * To what do you attribute this change?
>
> [Check Spelling]
> 0 of 8000 characters
>
> Which count had an increase or decrease?
> [Select... ▾]
>
> Did the count increase or decrease by more than 10%?
> [Select... ▾]

- Complete the *Facility* table by entering the count information for each facility. Enter only one facility's information per line. Click **Add Row** to add each additional facility until all information has been entered for the facilities in the LEA.

Facility Name	What type of facility is your institution?	Is this a residential facility in which children and youth are under 24-hour care?	Is this a Neglected or Delinquent facility?	2023 Count	Capacity - Please enter the capacity for this facility.
🗑 *	* Select... ▾	* Select... ▾	* Select... ▾	*	*
Add Row					

8. Complete the *Related Documents* page by uploading a program definition and supporting documentation (such as a screenshot of their webpage, charter information, and/or an informational brochure). This documentation should contain information on offered services and the type of students they serve. This should be completed for each facility. Once the first upload is complete, another *Upload New* prompt will appear.

> **Related Documents**
>
> Tennessee Department of Education (000111000) Test District - FY 2024 - N & D Child Count Subpart 2 - Rev 0
>
> This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Sep 13 2023 7:49AM.
>
> [Go To ▶]
>
> | | **Required Documents** | |
> |---|---|---|
> | **Type** | **Document Template** | **Document/Link** |
> | (Subcount 2) Program Definition and Supporting Documentation [Upload at least 1 document(s)] | N/A | Upload New |

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- Please enter the facility's name as the document name, and provide one upload for each facility in the LEA.

Create Related Document - (Subcount 2) Program Definition and Supporting Documentation

Tennessee Department of Education (000111000) Test District - FY 2024 - N & D Child Count Subpart 2 - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Sep 13 2023 7:49AM.

Please select a file to upload.

Upload Data File:	[ ] Select
Document Name:	[ ]

Create   Cancel

When the last upload is complete, click **Go To**, then **Sections**. This will return you to the original screen.

Submitting the Annual Count Instrument

9. Once you have completed all four sections, including the related documents upload(s), submit the document for review by clicking **Draft Completed**.

Change Status To: LEA N & D Child Count Subpart 2 Director Draft Completed

Revisions (If returned, not approved)

10. **If changes are needed,** the instrument will be returned to you with revision notes in the *N & D Child Count Subpart 2 Checklist*. This is very similar to the Consolidated Funding Application (CFA).

N & D Child Count Subpart 2 Checklist

Subcount 2 Checklist

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