RIDE Strategic Planning System (SPS)

LEA User Guide

April 2023

RIDE Rhode Island Department of Education

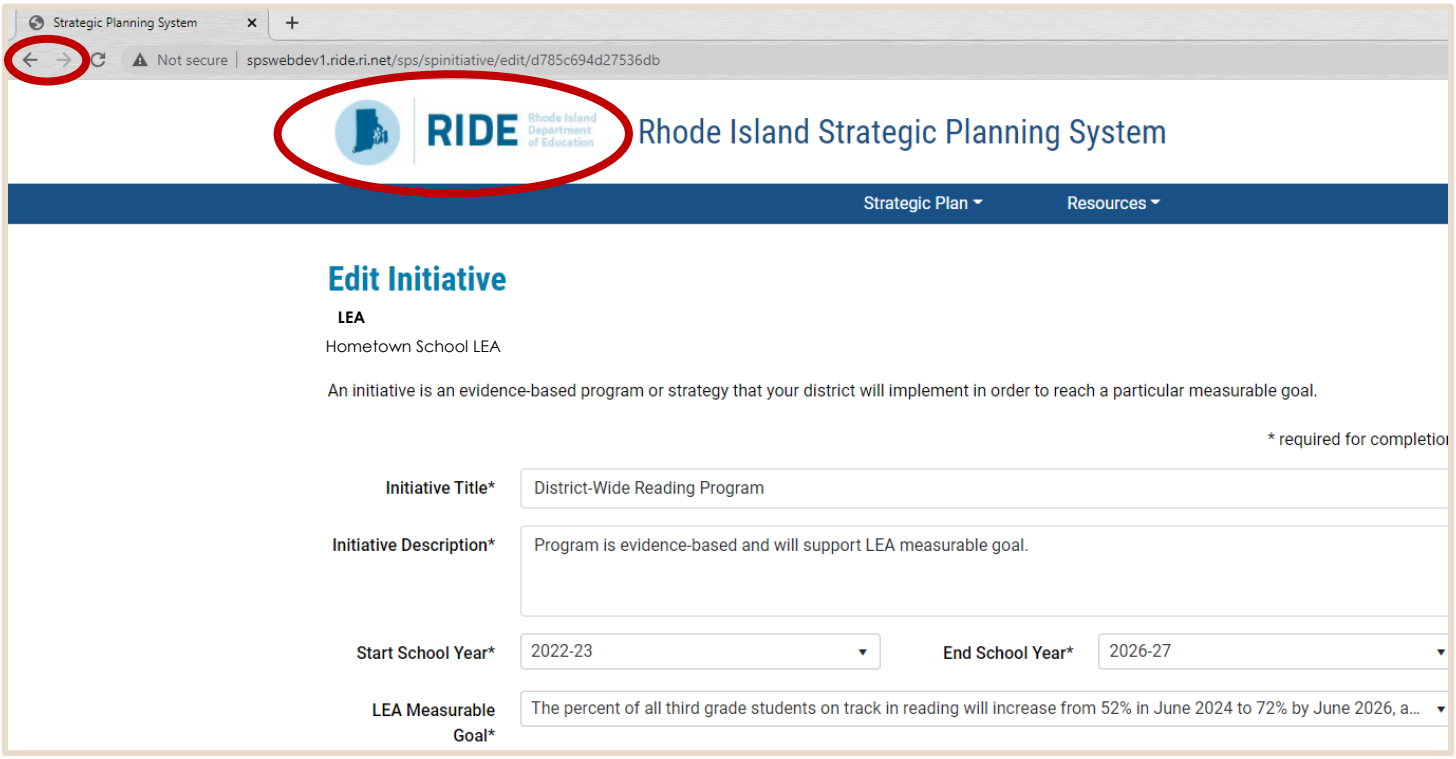
TABLE OF CONTENTS

RIDE Strategic Planning System (SPS) 1
LEA User Guide 1
Table of Contents 2
Rhode Island Strategic Planning System 2
Overall Navigation 3
Save Functions 3
Comment Functions 3
Required and Optional Fields 4
Welcome/Landing Page 4
View Plans 4
View Supports 4
Browse Data Resources 4
Creating a New Plan 5
Title* 5
Start School Year* 5
End School Year* 5
Strategic Plan Components 7
Title, Mission, and Vision 7
Theory of Action (Optional) 9
Values 11
Needs Assessment 11
Plan Overview 12
Priorities 12
Edit Priorities 14
Create Measurable Goal 15
Edit Measurable Goal 17
Create New Initiatives 23
Edit Initiative 24
Share Initiative 31
Unassigned Measurable Goals 31
Submit Plan 31
Resources 33

RHODE ISLAND STRATEGIC PLANNING SYSTEM

Overall Navigation

The user can use the back button of the webpage to navigate to a previous screen. If the user has clicked the "Save" or "Save and Continue" button, any work completed on the screen will be saved accordingly. To navigate back to the "Landing Page" the user can select the RIDE Logo to the left of the "Rhode Island Strategic Planning System" header.



Save Functions

The SPS does not save information automatically when entered into the fields. Throughout the SPS application, "Save" features are available. "Save & Continue" will save the current work entered on the screen and take the user to the next step in the SPS process. "Save" will save the current information entered on the current screen of the SPS. "Cancel" will not save the current information entered and returns the user to the "Plan Overview" screen of the SPS.

Comment Functions

The SPS has a built-in component to enhance communication between LEAs and RIDE Staff while building the Strategic Plan. Throughout the SPS application, comment boxes can be seen by the user at the bottom of most screens. The comment boxes can be used to communicate from LEA to LEA or from RIDE to LEA.

Required and Optional Fields

Fields marked with an Asterix (*) are considered required and will need to be filled in prior to continuing onto the next page. Fields without an Asterix, or ones marked “optional”, can be filled in, if applicable but are not required.

Welcome/Landing Page

From the welcome page, users can view resources, navigate to pre-existing plans, or create a new plan.

View Plans

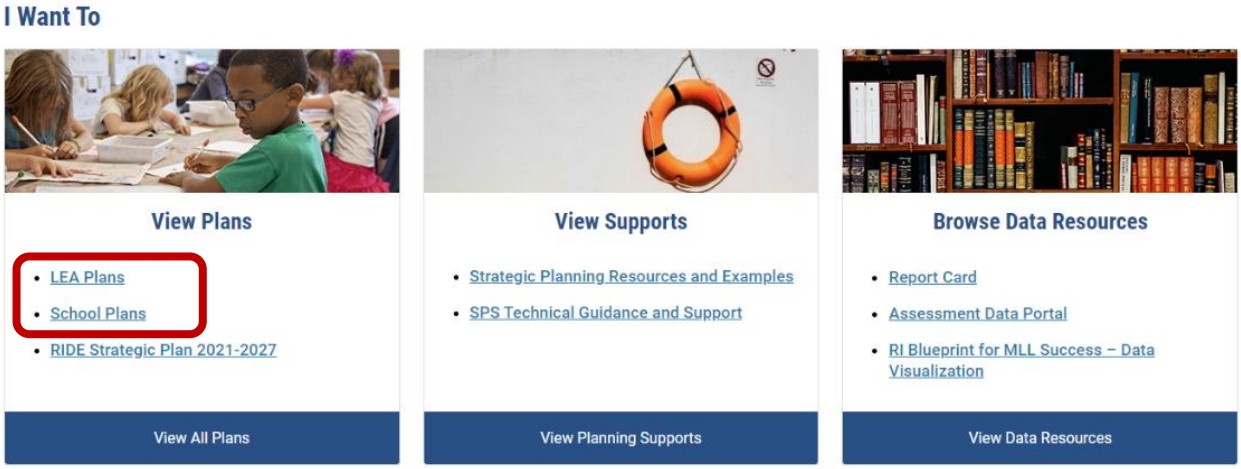
Users may select to view LEA plans, School plans, RIDE Strategic Plan 2021-2027 or choose “View All Plans” to navigate to and edit pre-existing plans.

View Supports

Users may select to view Strategic Planning Resources and Examples, SPS Technical Guidance and Support or choose “View Planning Supports” to view all plan development and technical guidance.

Browse Data Resources

Users may select to view Report Card, Assessment Data Portal, RI Blueprint for MLL Success or choose “View Data Resources” to navigate to the available data resources.



Creating a New Plan

To create a new plan, users should navigate to the "Strategic Plan" drop down at the top of the welcome page. From there they should select "Create New Plan". The SPS will navigate the user to a summary page that describes the Strategic Plan Framework.

Once the user has thoroughly reviewed the summary, they should select "Create a new plan" at the bottom of the page, and the SPS will navigate to the next page. The user can then create a "Title" for their plan and select the "Start School Year" and "End School Year" for the plan.

Title*

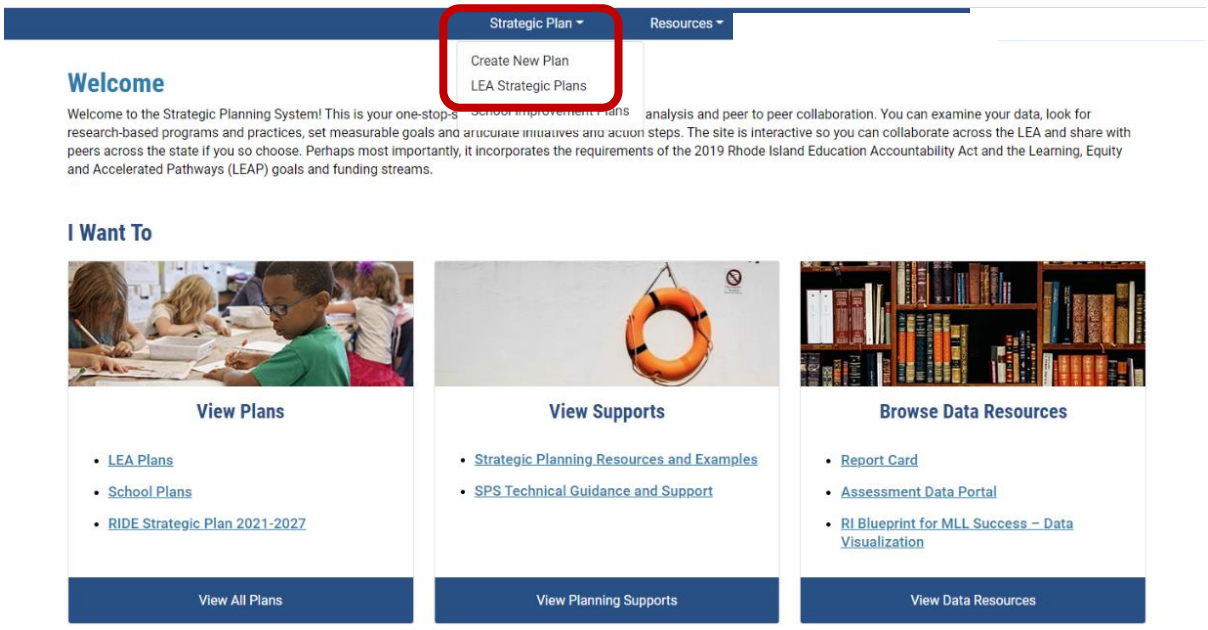
The "Title" of the plan should be a few meaningful words that help the user differentiate the plan from others they may have in their account.

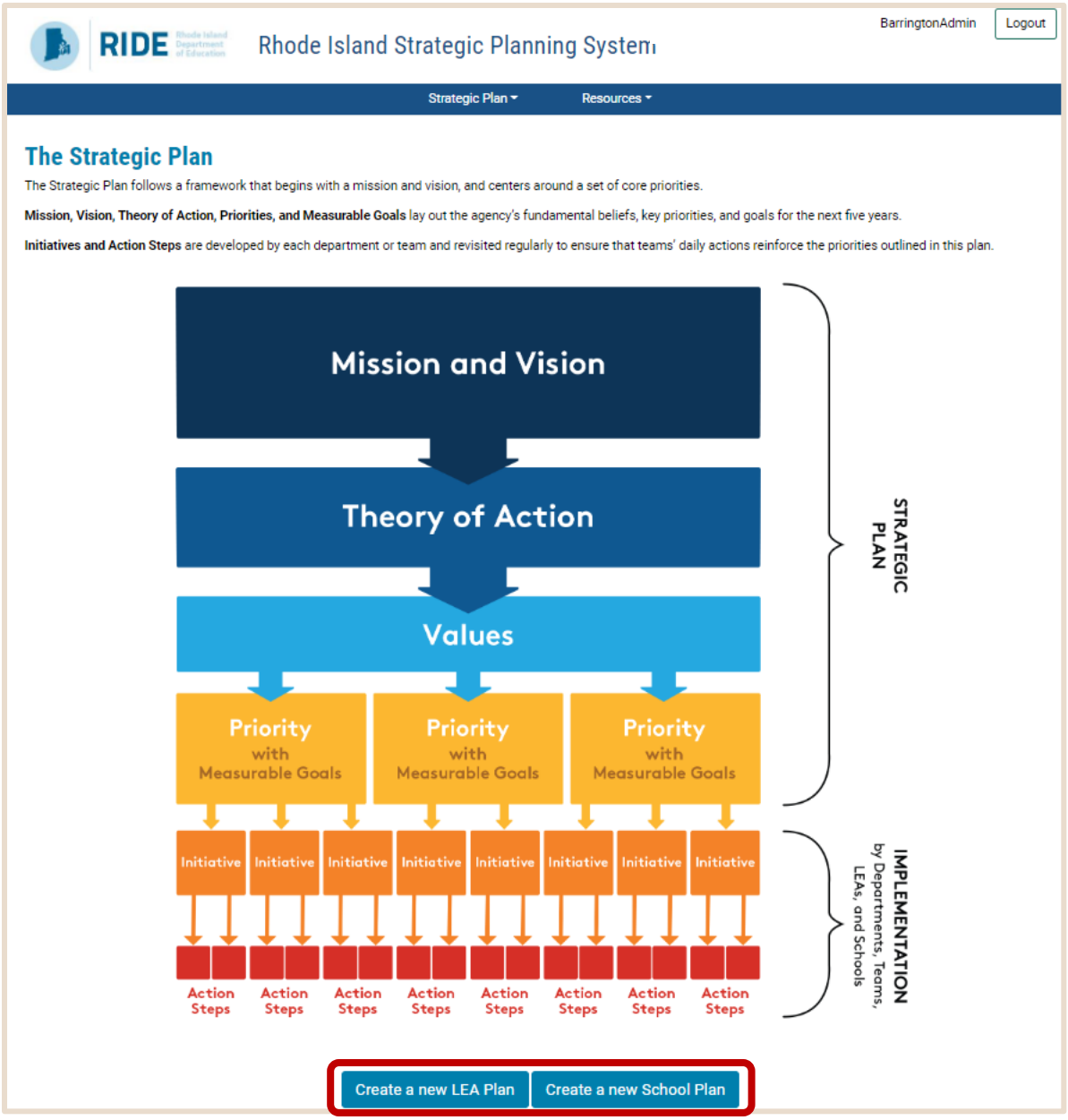
Start School Year*

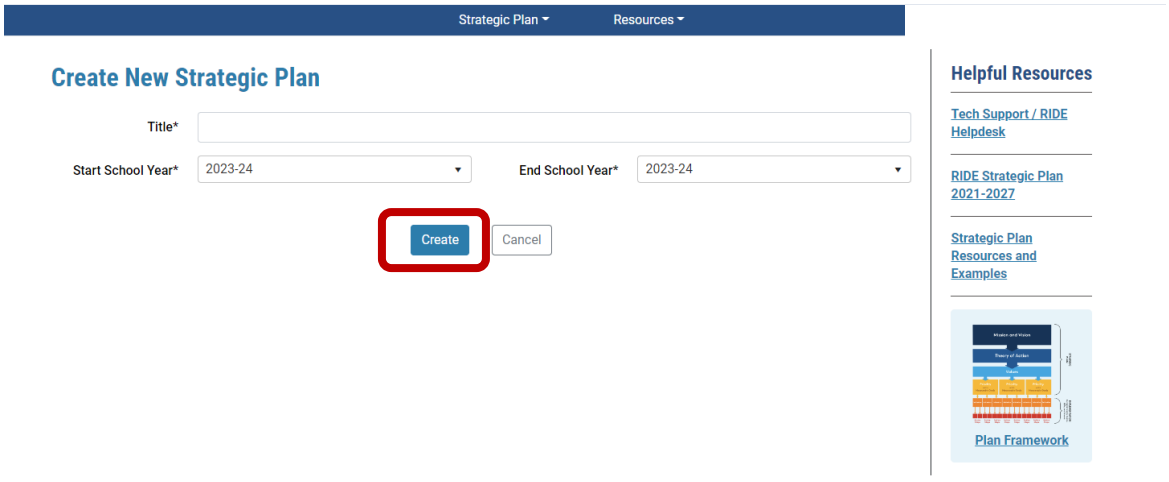
The user should select the first school year that the Strategic Plan will apply to. This should be a future date (greater than the current school year).

End School Year*

The user should select the last school year that the Strategic Plan will apply to. This date should be greater than the school year selected in the "Start School Year" field.




RIDE
Rhode Island Strategic Planning System
BarringtonAdmin
Logout
Strategic Plan
Resources
The Strategic Plan
The Strategic Plan follows a framework that begins with a mission and vision, and centers around a set of core priorities.
Mission, Vision, Theory of Action, Priorities, and Measurable Goals lay out the agency's fundamental beliefs, key priorities, and goals for the next five years.
Initiatives and Action Steps are developed by each department or team and revisited regularly to ensure that teams' daily actions reinforce the priorities outlined in this plan.
Mission and Vision
Theory of Action
Values
Priority with Measurable Goals
Priority with Measurable Goals
Priority with Measurable Goals
Initiative
Action Steps
STRATEGIC PLAN
IMPLEMENTATION by Departments, Teams, LEAs, and Schools
Create a new LEA Plan
Create a new School Plan


Strategic Plan
Resources
Create New Strategic Plan
Title*
Start School Year*
2023-24
End School Year*
2023-24
Create
Cancel
Helpful Resources
Tech Support / RIDE Helpdesk
RIDE Strategic Plan 2021-2027
Strategic Plan Resources and Examples
Plan Framework

Strategic Plan Components

Title, Mission, and Vision

After creating a new plan, the SPS navigates the user to the "Title, Mission, and Vision" screen. Otherwise, this screen can be accessed through the "Plan Overview" screen. The title, mission, and vision can be edited at any point prior to submitting the plan. To edit these fields, click the appropriate "Edit" button on the "Plan Overview" page.

Title*

The "Title" of your LEA's strategic plan will be auto filled based on the information provided when creating a new plan (displayed above).

Start School Year*

The "Start School Year" of your LEA's strategic plan will be auto filled based on the information provided when creating a new plan (displayed above).

End School Year*

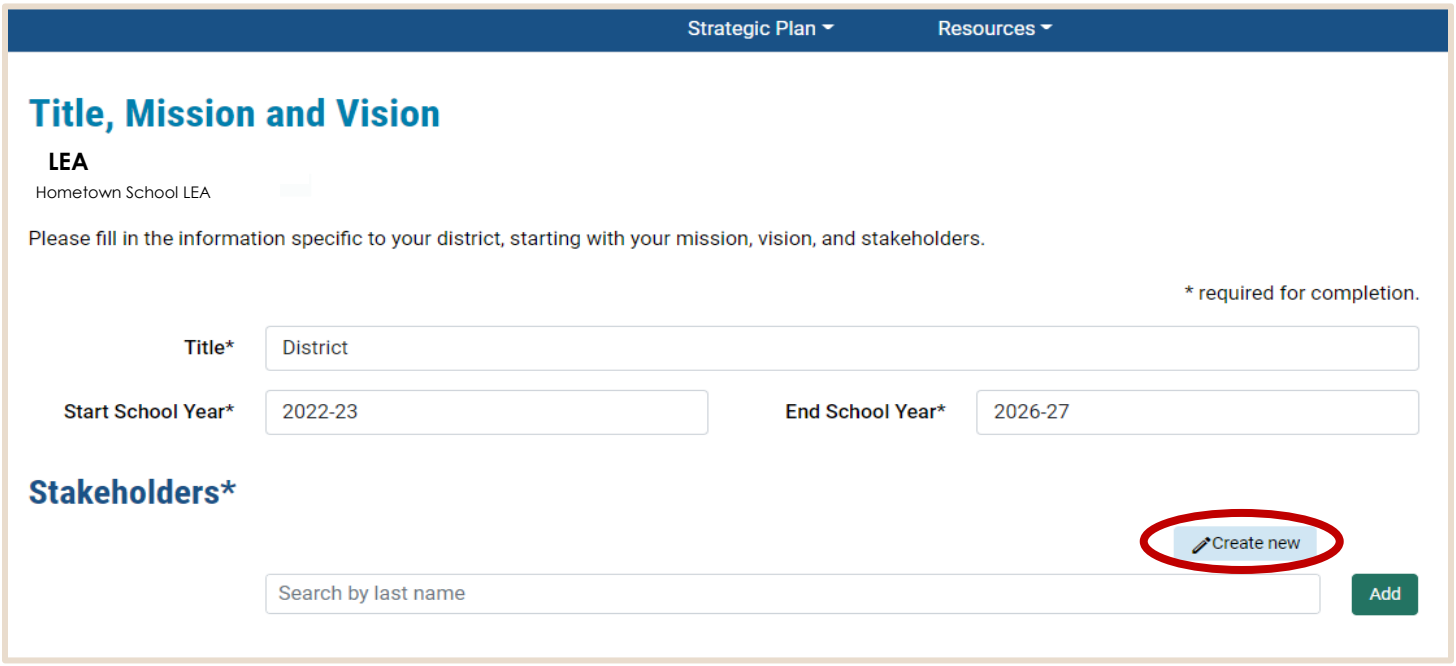
The "End School Year" of your LEA's strategic plan will be auto filled based on the information provided when creating a new plan (displayed above).

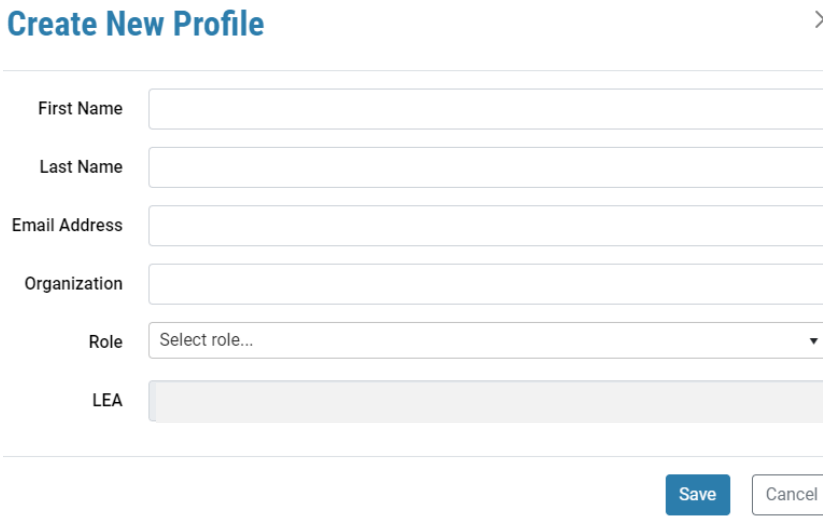
Stakeholders*

All individuals who have contributed to the strategic plan or who will take ownership of a portion(s) of the strategic plan only need to be entered once in the system. Once an individual has been added into the system as a "Stakeholder", "Staff" or "Initiative Owner", they do not need new profiles created in other sections. Adding stakeholders is a two-step process:

First Time:

1. If you are creating a new stakeholder for the first time, click "Create new" button.
2. Fill out the "Create New Profile" screen with the stakeholder's contact information.
    - Keep in mind that the SPS system will not initiate communication to the stakeholder.
3. Click the "Save" button when all information is entered
4. You only need to add a stakeholder once into the SPS system.

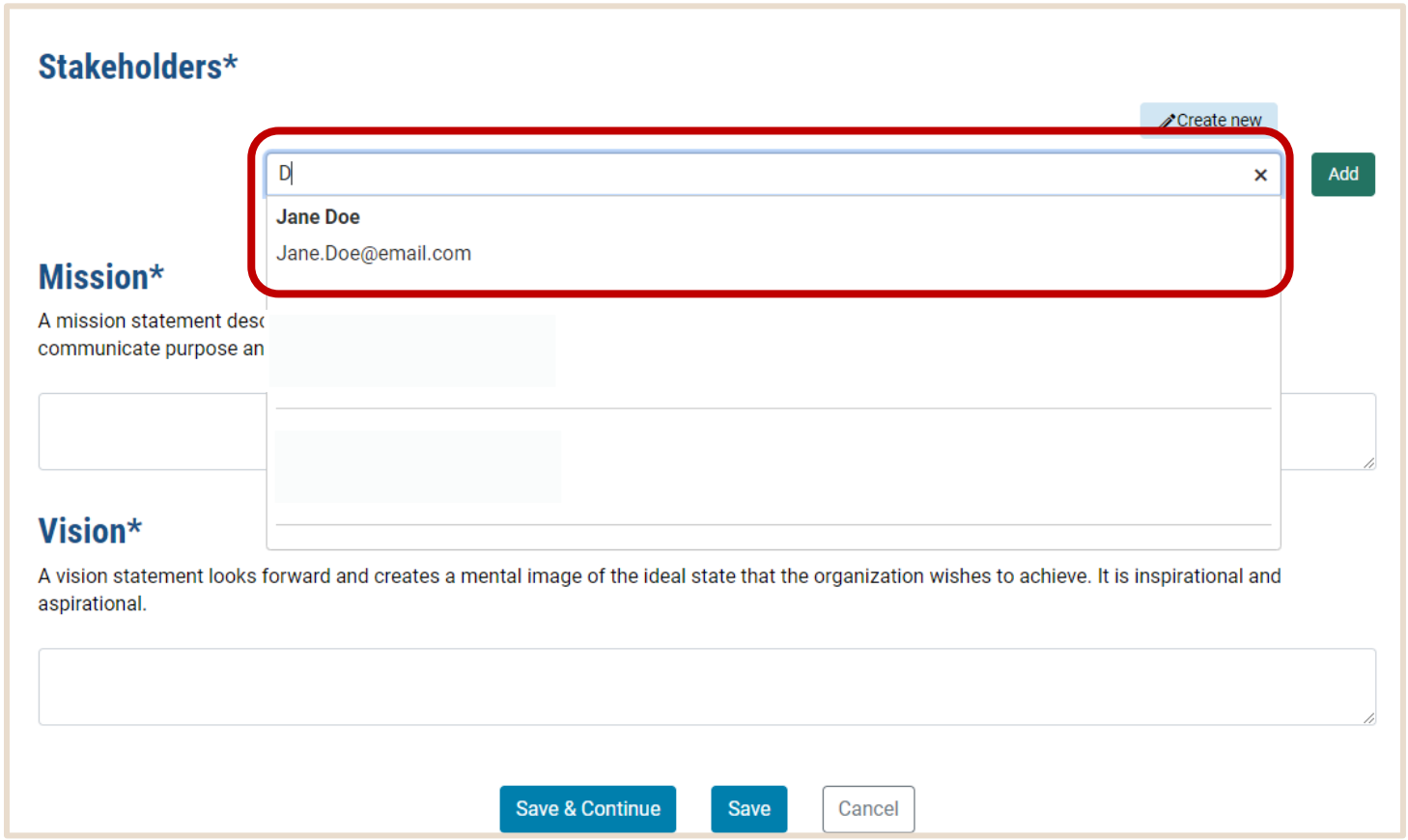




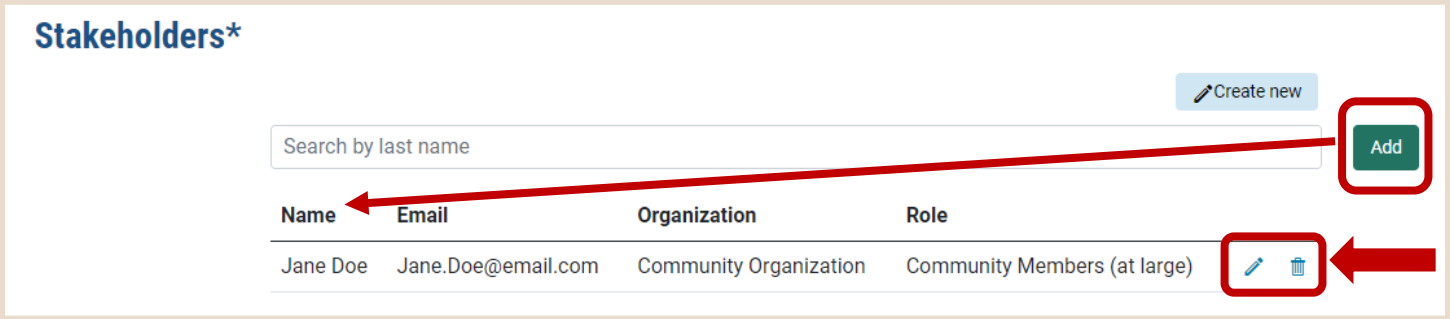
Already in the System:

1. After you have created the stakeholder in any of the three fields (“Stakeholder”, “Staff”, or “Initiative Owner”), navigate to the “Search by last name” field.
2. Begin to type the first few letters of the stakeholder’s last name and once they populate, click the “Add” button.

Once the stakeholder has been created, click into the “Stakeholders” field and enter the letters of the last name to search for the stakeholder’s name.



Once the stakeholder’s name has been found, click the “Add” button. The stakeholder will be associated with the plan and populated in the list below the field.



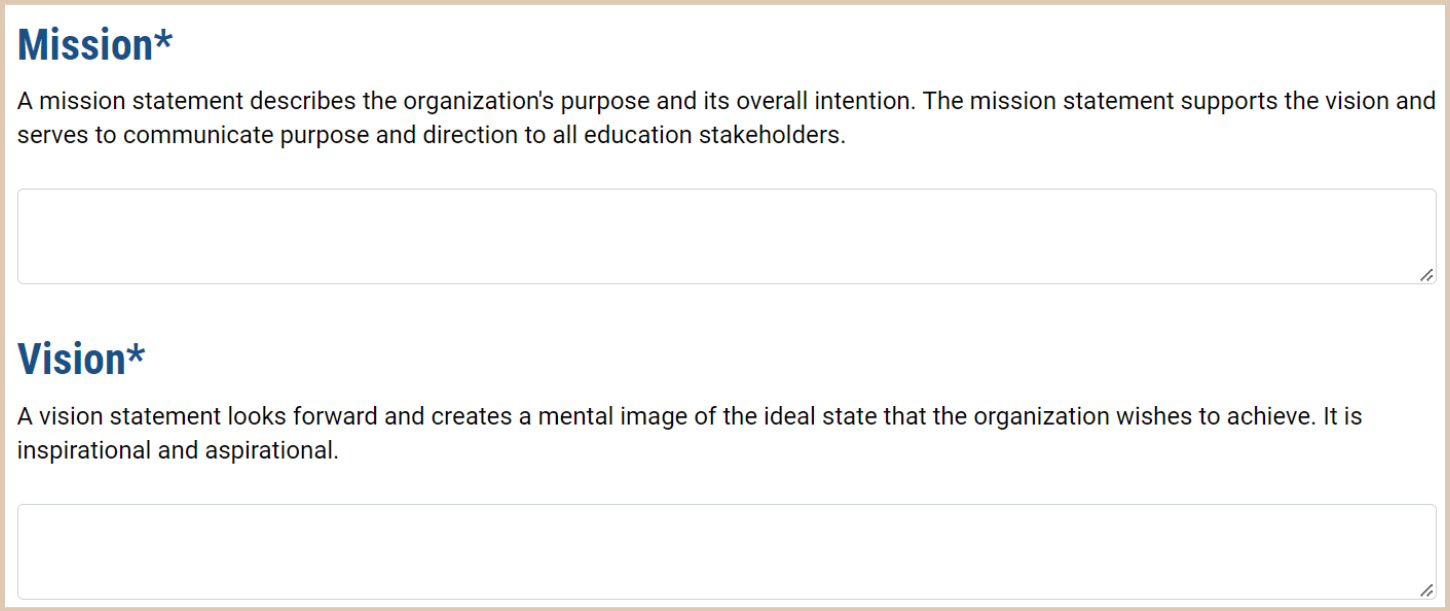
After a stakeholder has been added to the plan, the user has the option to edit the stakeholder's information or remove them from the plan with the icon buttons next to their information.

Mission*

The mission statement should describe the overall goal of the LEA. There should be one mission statement for the plan. It should help explain the purpose to stakeholders and other individuals.

Vision*

The vision statement should be a description of the future for your LEA. It should be inspirational and aspirational. All plans will need a vision before they can be submitted.



Once all applicable information has been added, select "Save & Continue" to go to the next section of the SPS.

Theory of Action (Optional)

The "Theory of Action" is a connected set of phrases that help to connect the dots. It is meant to describe what areas will produce different results. All If and Then statements should relate to the same overall outcome.

If the LEA…

The "If the LEA…" statement should describe the actionable item. More than one if statement can be added by using the "Add Another If Statement" button. Once an if statement is added, the user has the option to delete it by using the icon button to the right of the text box.

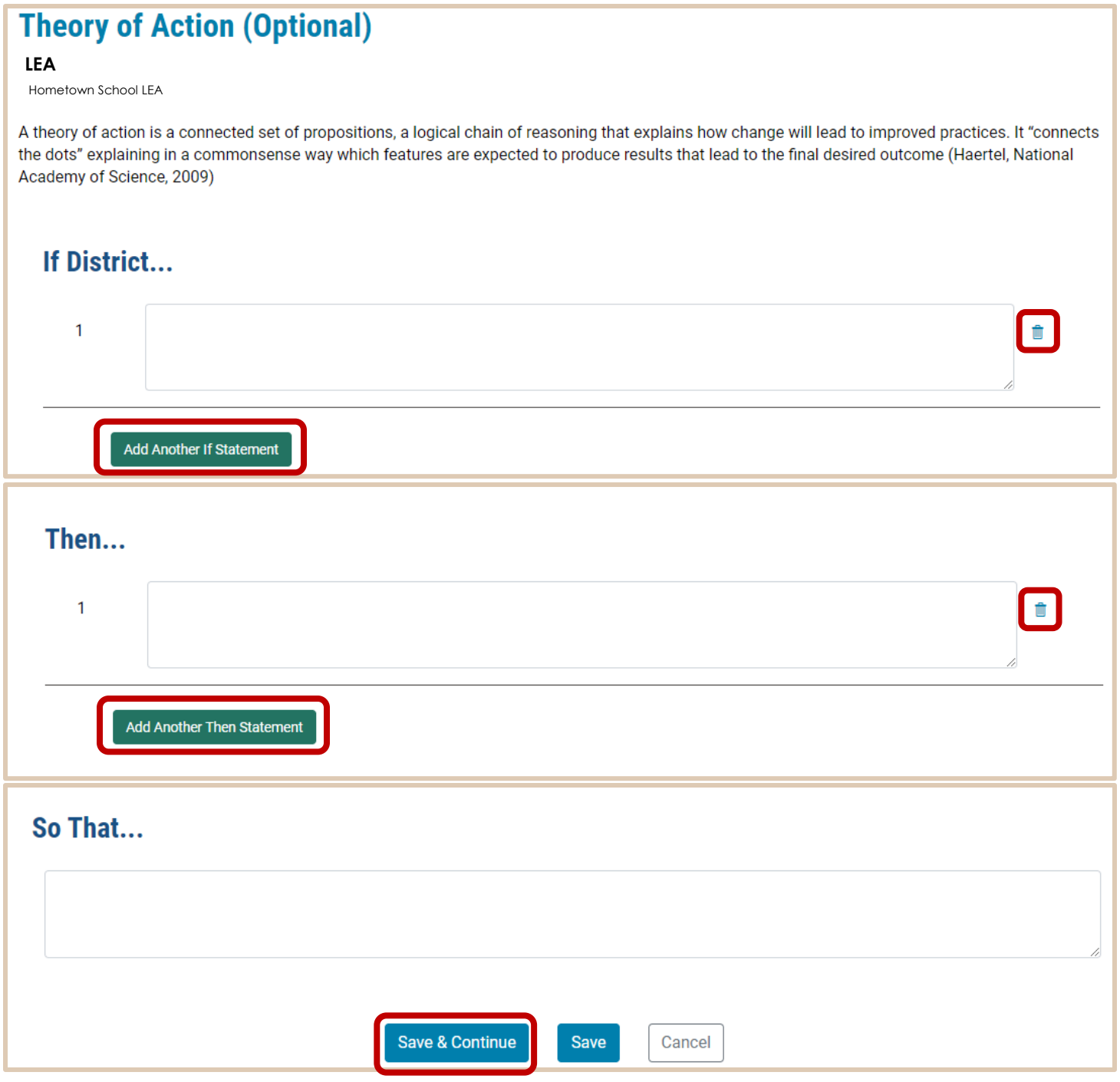
Then…

The "Then…" statement should describe the result of the item described in the "If the LEA…" statement. More than one "Then…" statement can be added by using the "Add Another Then Statement" button. Once a then statement is added,

the user has the option to delete it by using the icon button to the right of the text box.

So That…

The "So That…" statement should describe the overall outcome of all if and then statements entered. Only one "So That…" statement can be added per LEA plan.



Once all applicable information has been added, select "Save & Continue" to go to the next section of the SPS.

Values

The values should describe the core principles that guide and direct the LEA and its culture. More than one value can be added by using the "Add Another Value" button. All values will need a title and a statement. The description is optional. At least one value must be added to the plan before the plan can be submitted. Once a value is added, the user has the option to delete the value by using the icon button to the right of the "Title" text box.

Title*

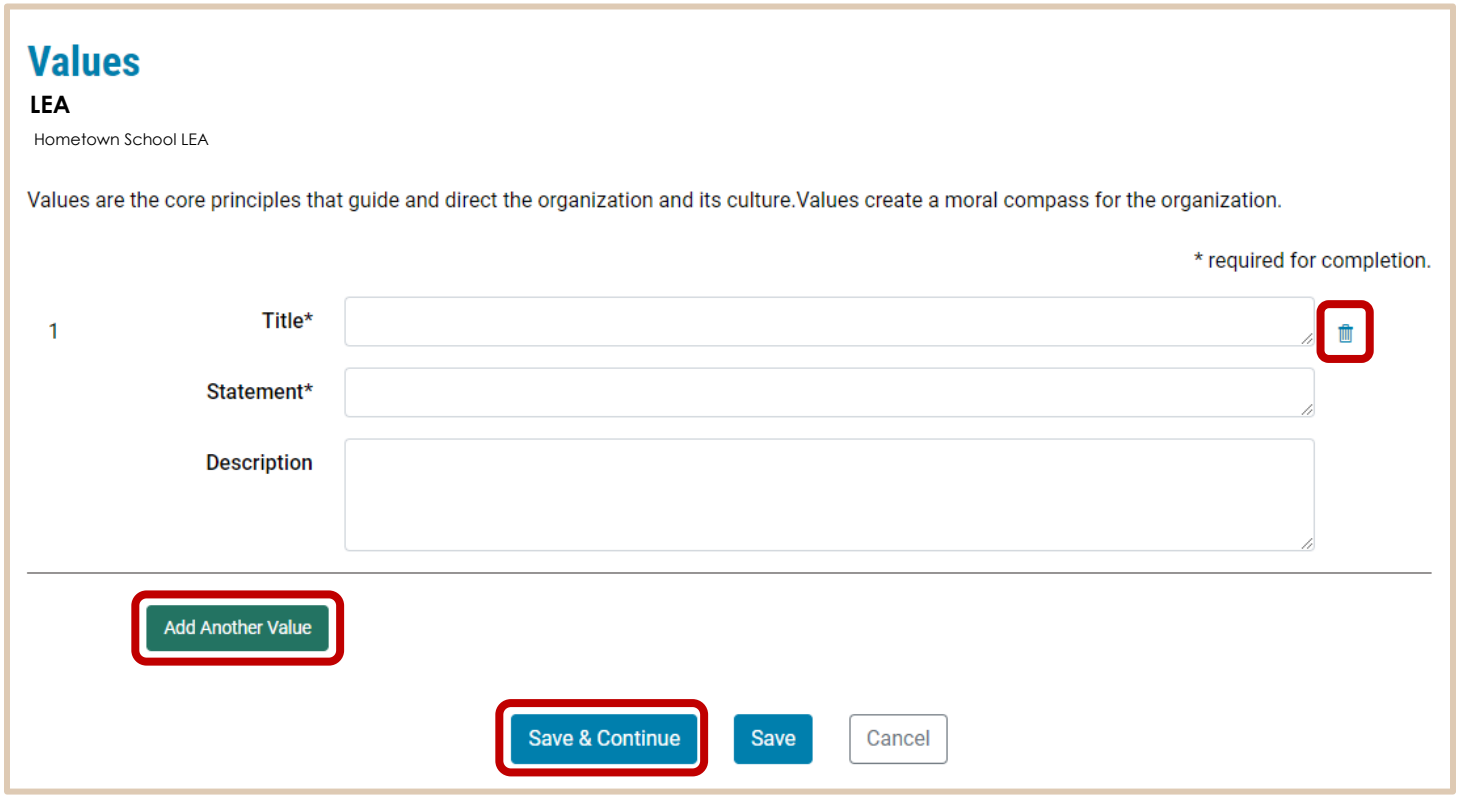
The "Title" of the value should be a meaningful name of the value.

Statement*

The "Statement" of the value should be a meaningful, but brief, summary of the value.

Description

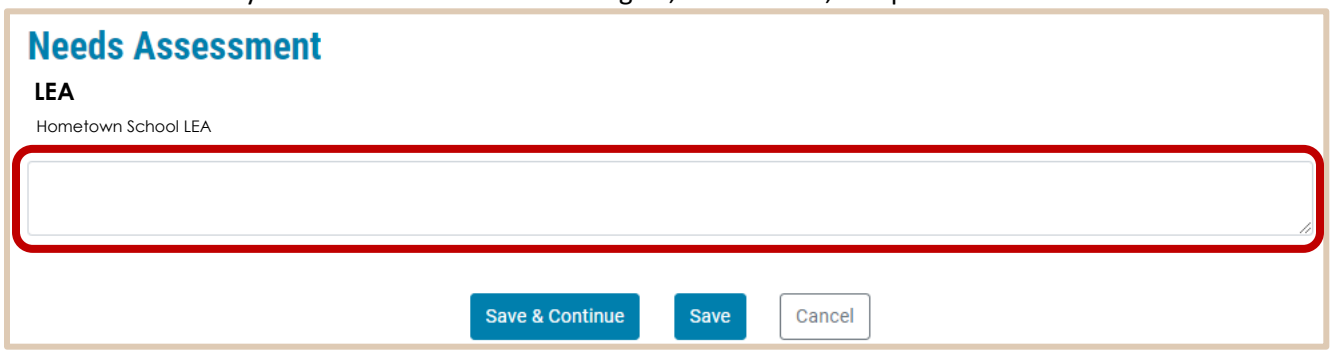
The "Description" of the value allows the user to elaborate brief details for the value and provide reasons for why the value was selected.



Once all applicable information has been added, select "Save & Continue". At that time, the user will be navigated to the "Needs Assessment" screen.

Needs Assessment

The "Needs Assessment" screen contains a text box where users can provide a summary of their needs assessments results. The summary should outline the LEA's strengths, weaknesses, and priorities.

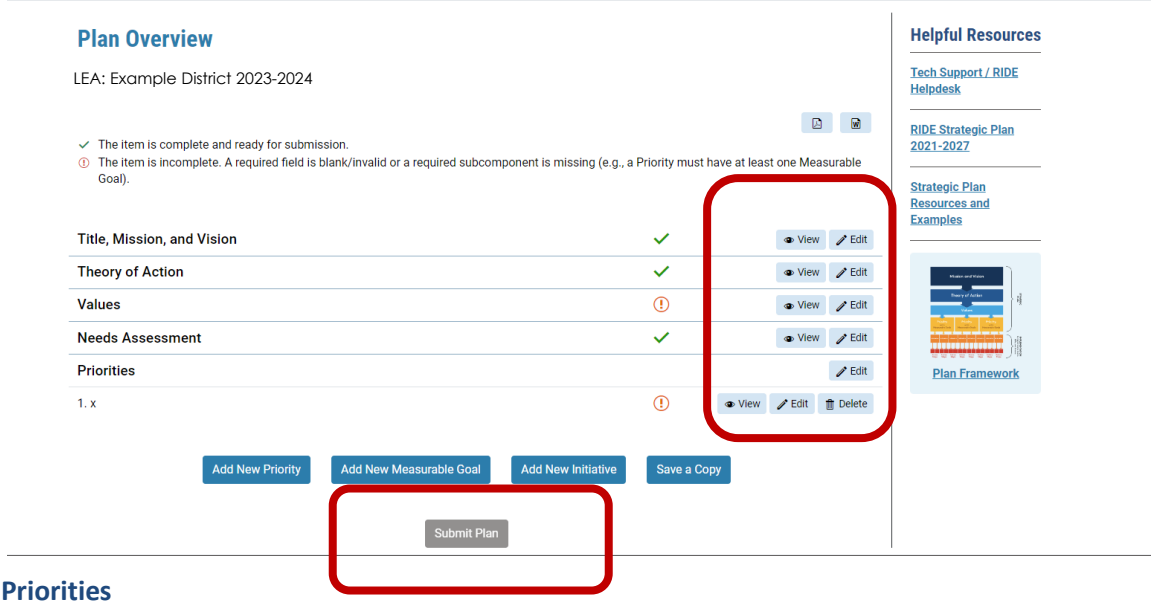


Plan Overview

The “Plan Overview” screen is the landing page for the user to navigate between SPS sections. The “Title” of the plan will be displayed at the top of the screen. The green check mark indicates that the section has been completed (i.e., all required information has been added) and the red circled exclamation point indicates that a section needs attention (i.e., required information is missing).

The user can use the “View” and “Edit” buttons to navigate to any section of the plan. The “Edit” button allows users to change information on the applicable screen, whereas the “View” button allows users to view the information without being able to make edits. The “Delete” button can be used to remove “Priorities”, “Goals” and “Initiatives”. The first three sections (i.e., “Title, Mission, and Vision”, “Theory of Action”, and “Values”) cannot be deleted, only edited. The “Deep Copy” Button creates an exact duplicate copy of the selected Strategic Plan.

From the landing page, users can create new priorities, measurable goals, and initiatives by using the applicable buttons (discussed in further sections). As priorities, measurable goals, and initiatives are added, the plan overview will expand to reflect any information entered. The plan overview is also where the user can submit their plan once it has been completed (steps discussed in further sections).



Priorities

Click the “Add New Priority” button to navigate to the “Create New Priority” window.

Priority Title*

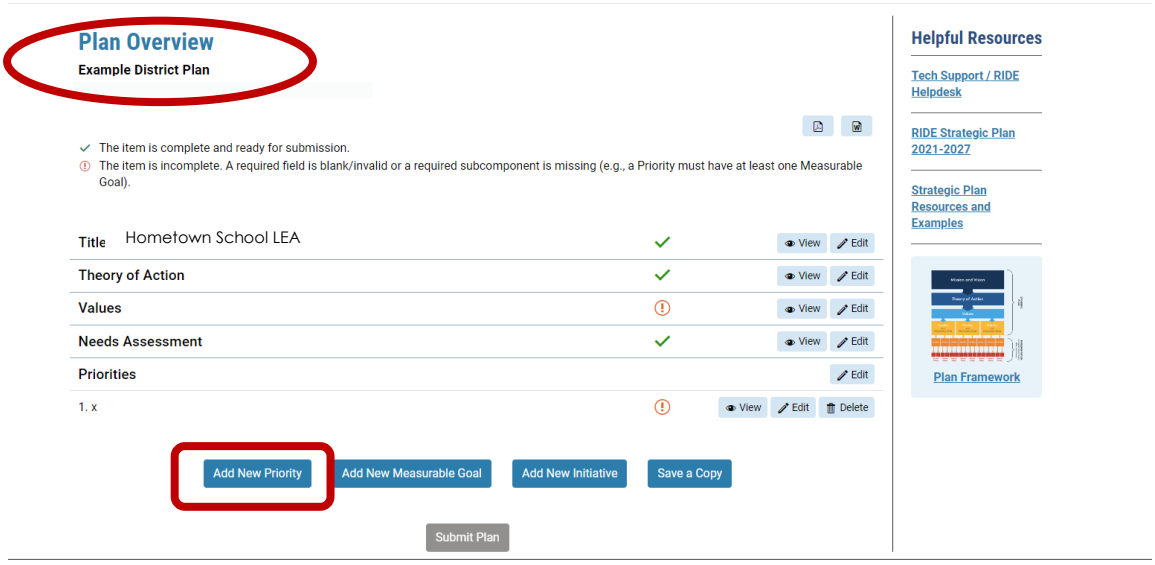
The title of the priority should be a meaningful, but brief, summary of the priority. This is what will be displayed on the plan overview next to the priority number.

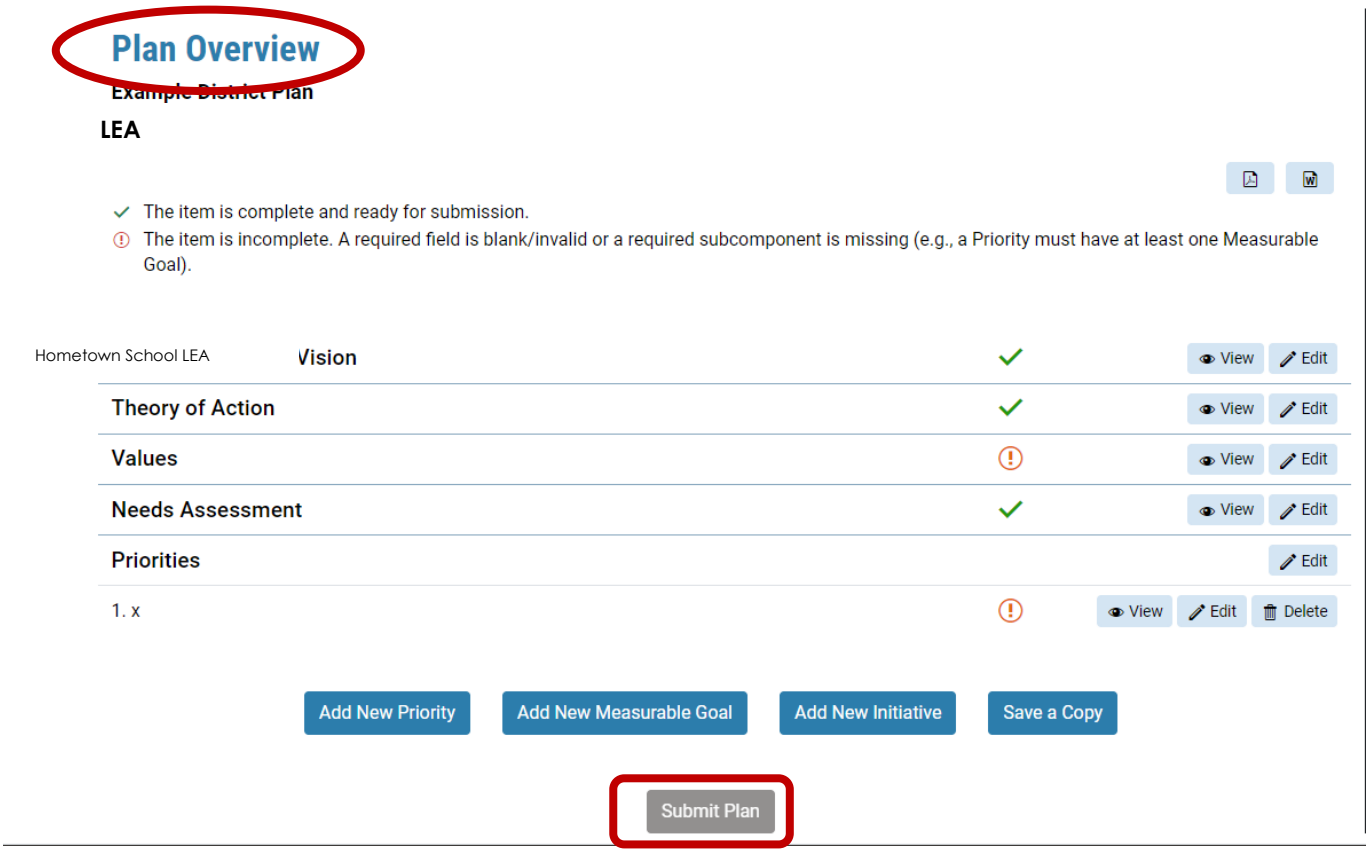
Priority Statement*

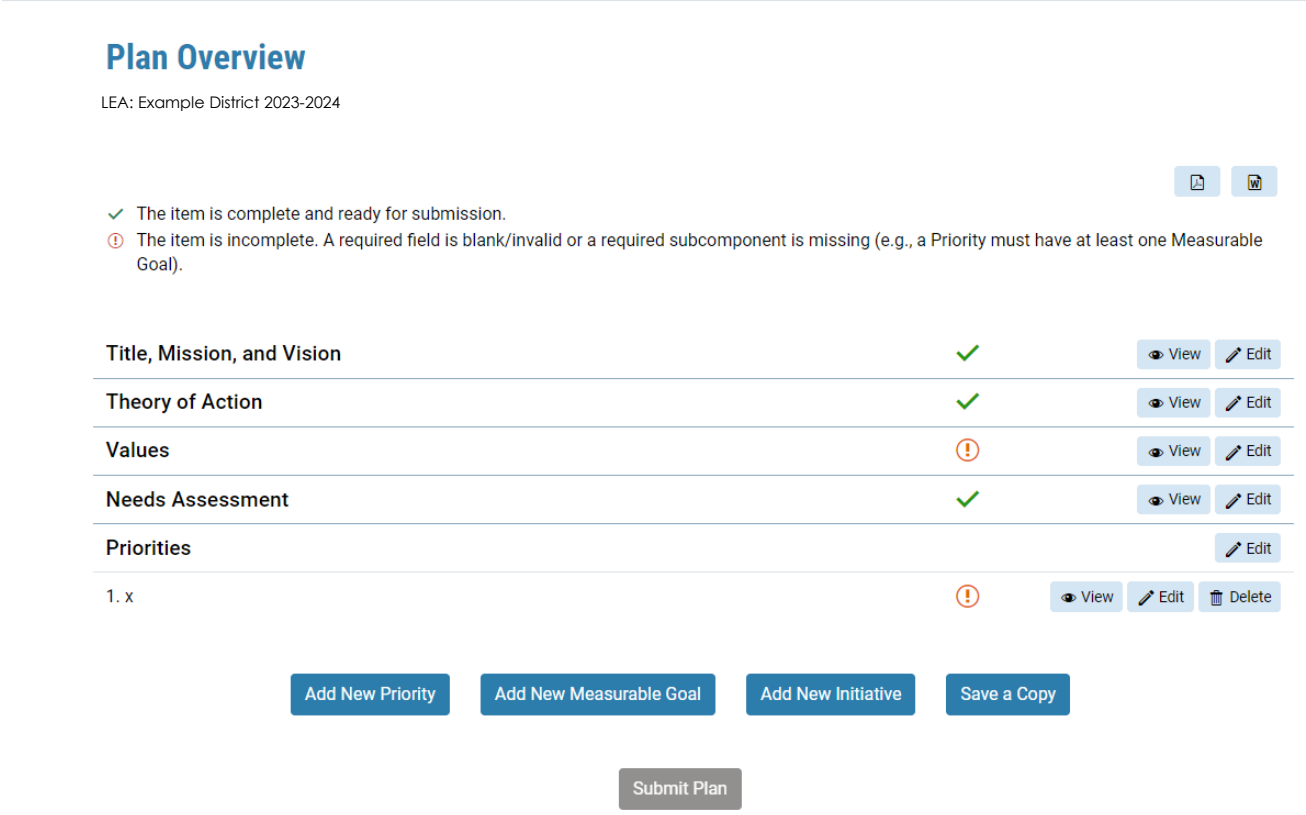
The priority statement should be a few sentences that describe what the priority will be targeting.

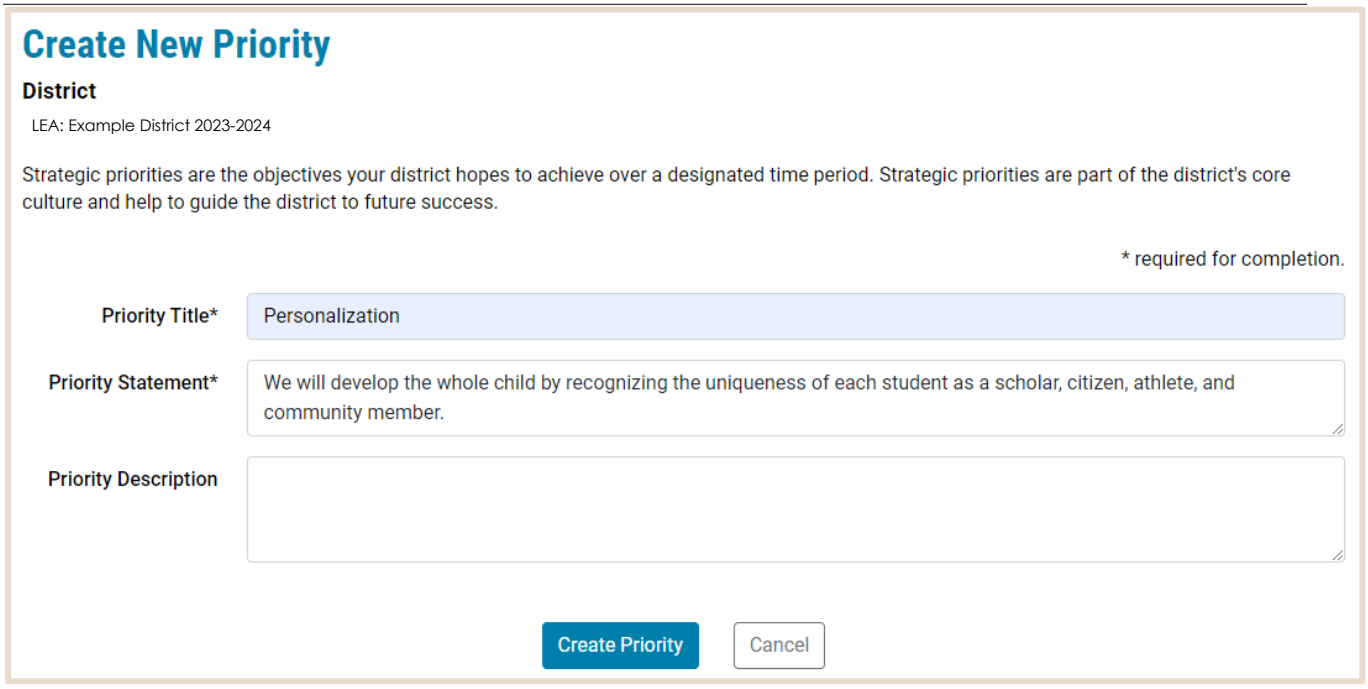
Priority Description

The description section allows the user to elaborate on the steps needed to meet the priority.


Plan Overview
Example District Plan
The item is complete and ready for submission.
The item is incomplete. A required field is blank/invalid or a required subcomponent is missing (e.g., a Priority must have at least one Measurable Goal).
Title Hometown School LEA
Theory of Action
Values
Needs Assessment
Priorities
1. x
View
Edit
Delete
Add New Priority
Add New Measurable Goal
Add New Initiative
Save a Copy
Submit Plan
Helpful Resources
Tech Support / RIDE Helpdesk
RIDE Strategic Plan 2021-2027
Strategic Plan Resources and Examples
Plan Framework


Plan Overview
LEA
The item is complete and ready for submission.
The item is incomplete. A required field is blank/invalid or a required subcomponent is missing (e.g., a Priority must have at least one Measurable Goal).
Hometown School LEA
Vision
Theory of Action
Values
Needs Assessment
Priorities
1. x
View
Edit
Delete
Add New Priority
Add New Measurable Goal
Add New Initiative
Save a Copy
Submit Plan





Edit Priorities

Priority Number* (Auto Filled)

The priority number is auto filled and serves as a sequential count of how many priorities have been entered for a strategic plan.

Priority Title (Auto Filled)

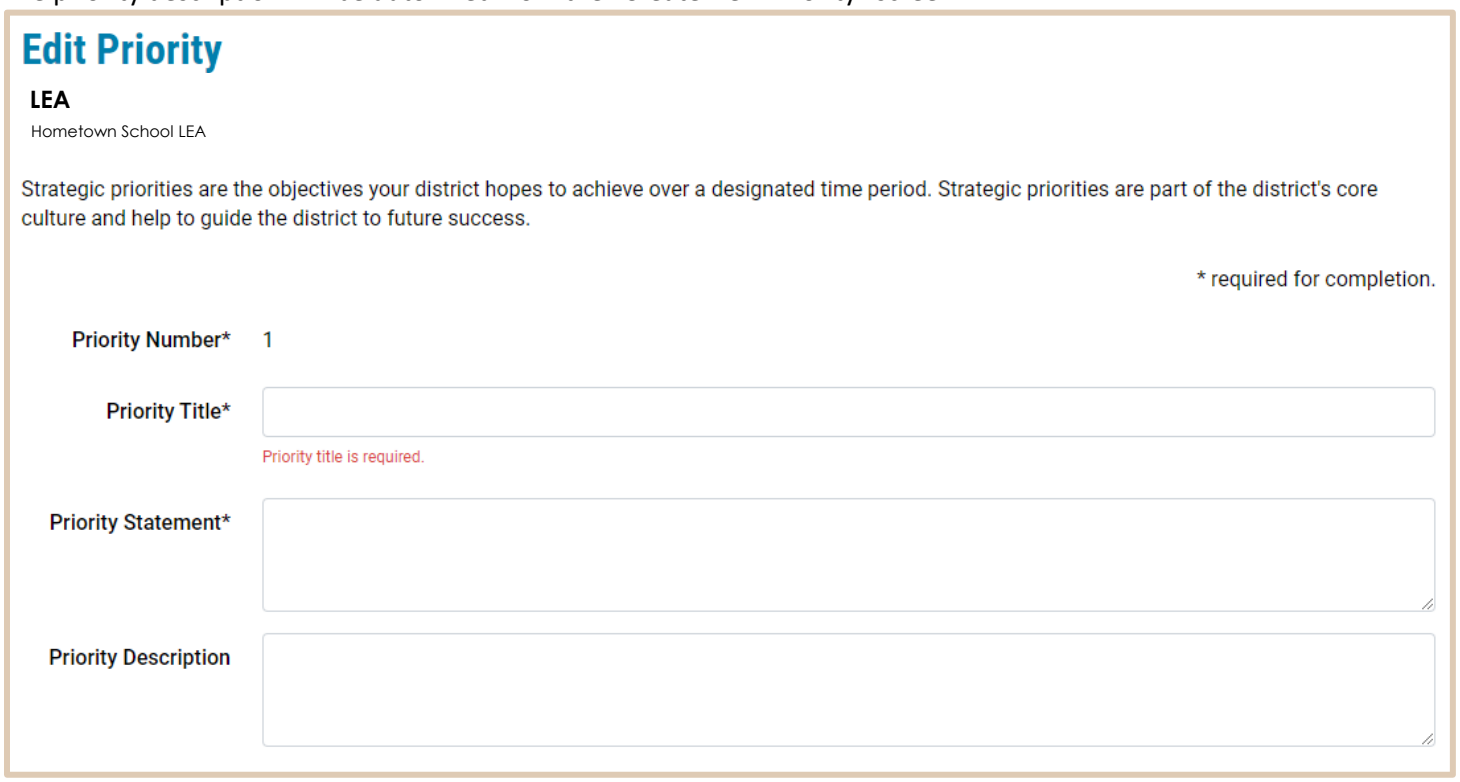
The priority title will be auto filled from the “Create New Priority” screen.

Priority Statement (Auto Filled)

The priority statement will be auto filled from the “Create New Priority” screen.

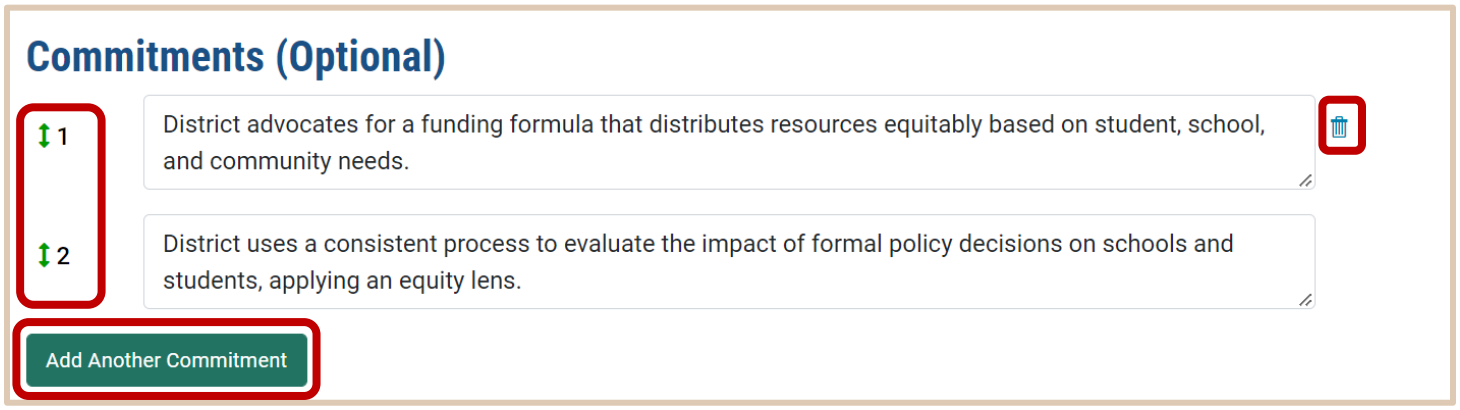
Priority Description (Auto Filled)

The priority description will be auto filled from the “Create New Priority” screen.



Commitments (Optional)

Commitments should describe the steps the LEA plans to take to achieve the priority. More than one commitment can be added by selecting the “Add Another Commitment” button. The order of commitments can be adjusted by dragging and dropping the commitments from top to bottom. Commitments can be deleted by using the icon button to the right of the first commitment.



Create Measurable Goal

Click “Add Measurable Goal” button to navigate to “Create New Measurable Goal” window. The “LEA Priority” field dropdown is populated by the priorities created in the “Add New Priority” feature. You can save a measurable goal without a LEA priority selected. It will be saved as an “Unassigned Measurable Goal” to the SPS, as seen on the “Plan Overview” screen. Any unassigned information can be edited at any time to associate with other plan features.

Start School Year*

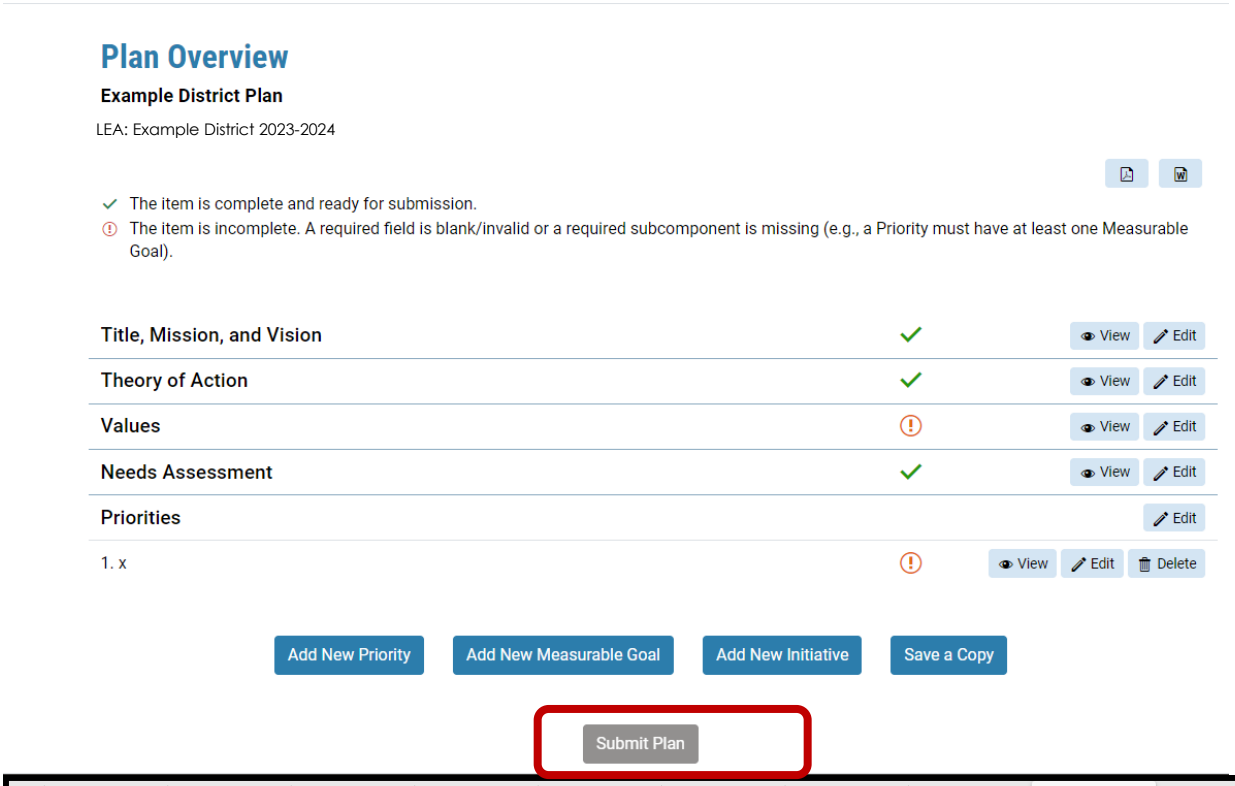
Must be greater than or equal to the plans start year and less than the plan’s end year.

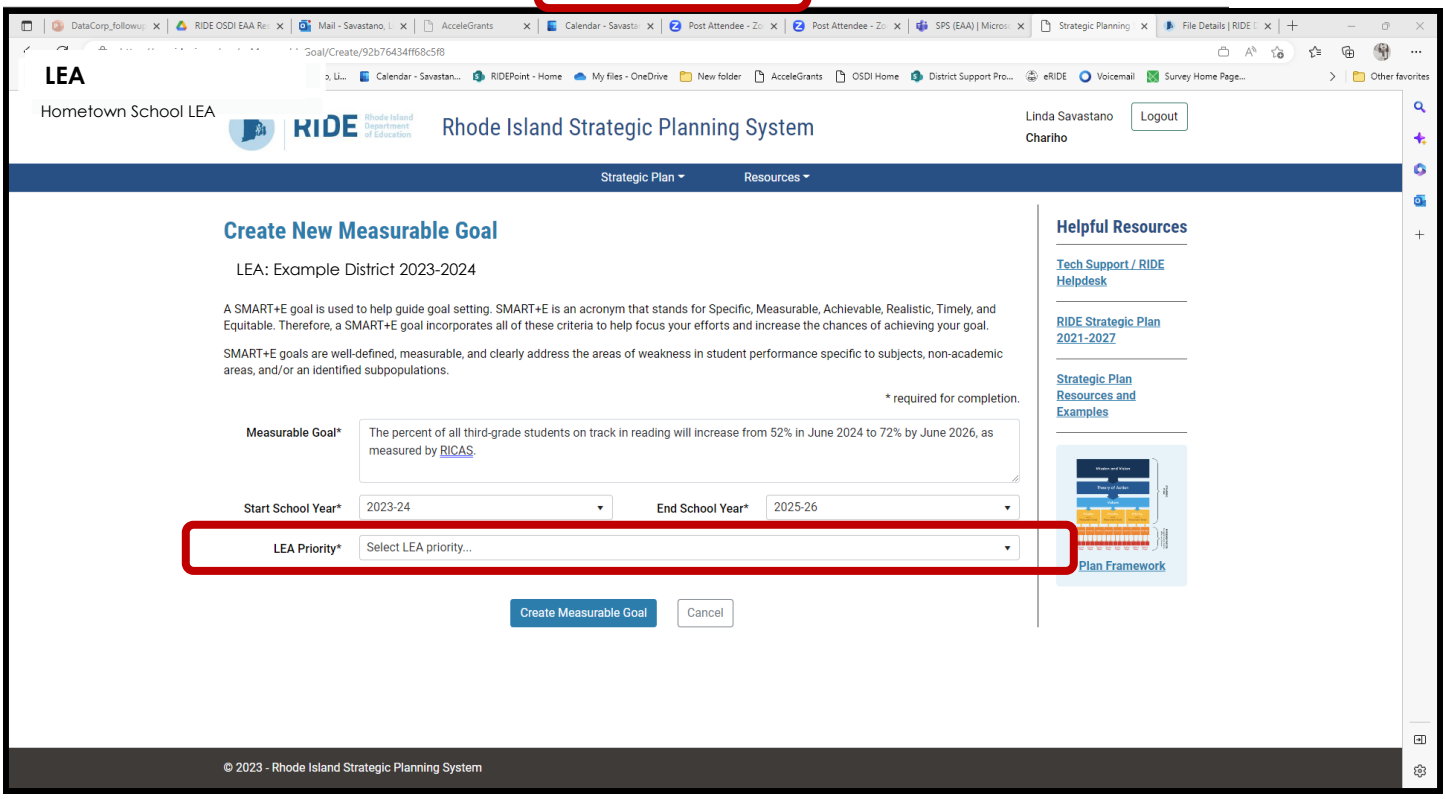
End School Year*

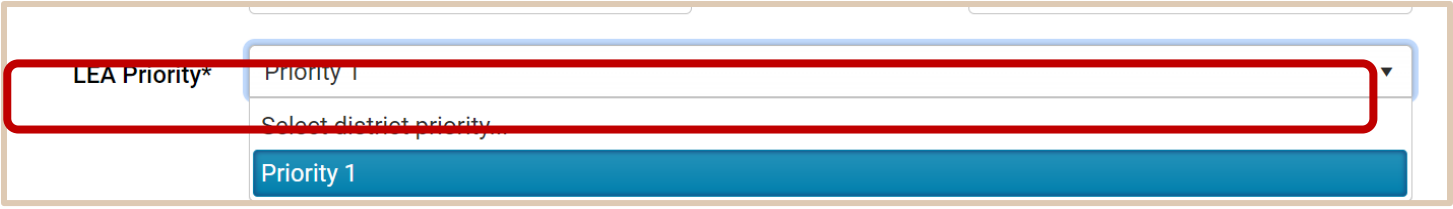
Must be greater than or equal to the selected start school year and less than the plan’s end year.

LEA Priority*

The LEA priority dropdown will populate based on the priorities the LEA entered in their plan in the create/edit priority screens. Each measurable goal must be connected to one LEA priority. If a LEA priority is not selected, the measurable goal will appear in the "Unassigned Measurable Goal" section.







Edit Measurable Goal

After the measurable goal is saved, the user will be brought to the "Edit Measurable Goal" screen. There will be two additional sections available on this screen. The first being "Staff" and the second being "Define Metric".

Measurable Goal (Auto Filled)

This will be auto filled based on the information provided when creating the measurable goal.

Start School Year (Auto Filled)

This will be auto filled based on the information provided when creating the measurable goal.

End School Year (Auto Filled)

This will be auto filled based on the information provided when creating the measurable goal.

LEA Priority (Auto Filled)

This will be auto filled based on the information provided when creating the measurable goal.

Staff*

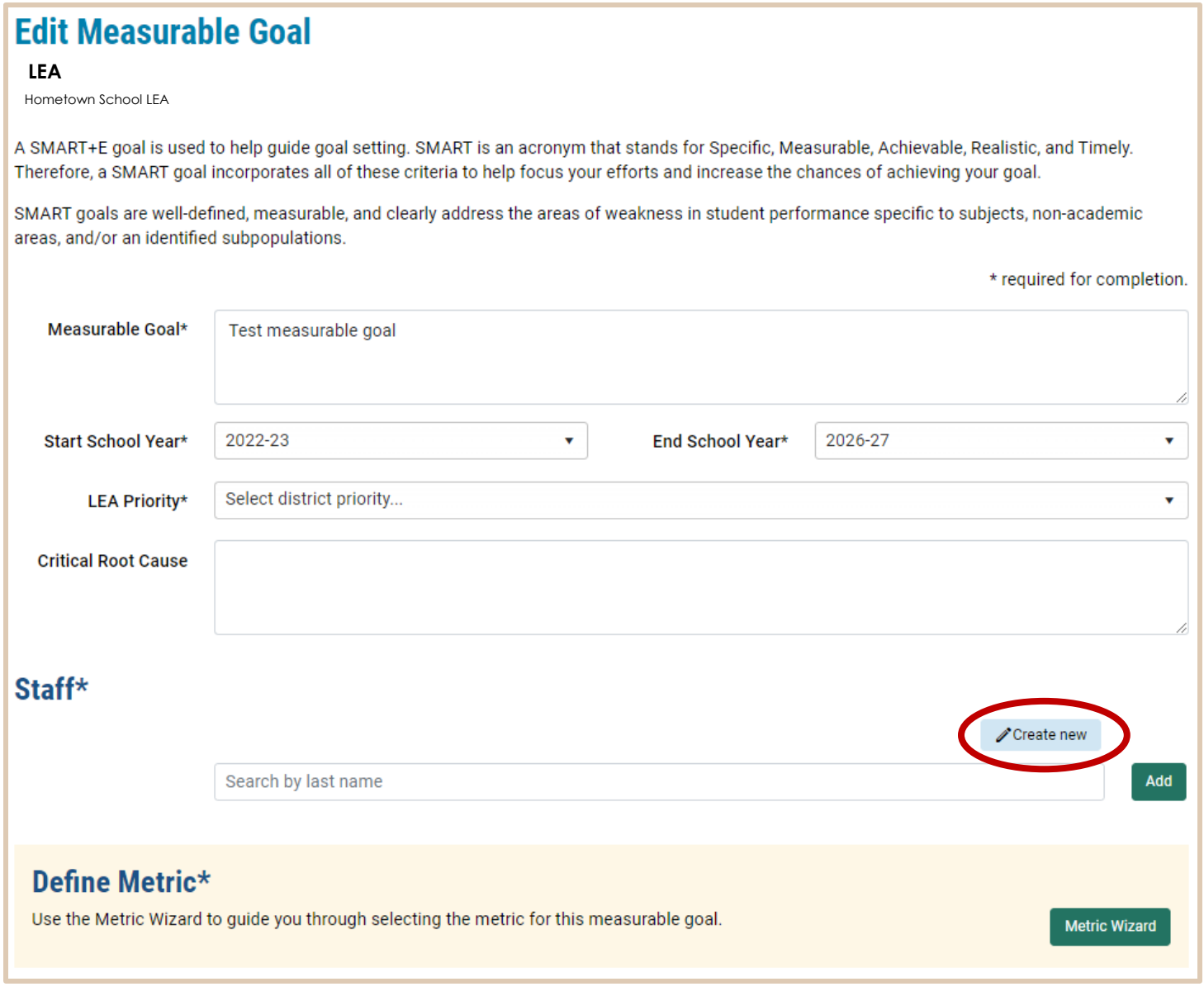
All individuals who have contributed to the measurable goal or who will take ownership of a portion(s) of the measurable goal should be added in this section. Once an individual has been added into the system as a "Stakeholder", "Staff" or "Initiative Owner", they do not need new profiles created in other sections. Adding staff is a two-step process:

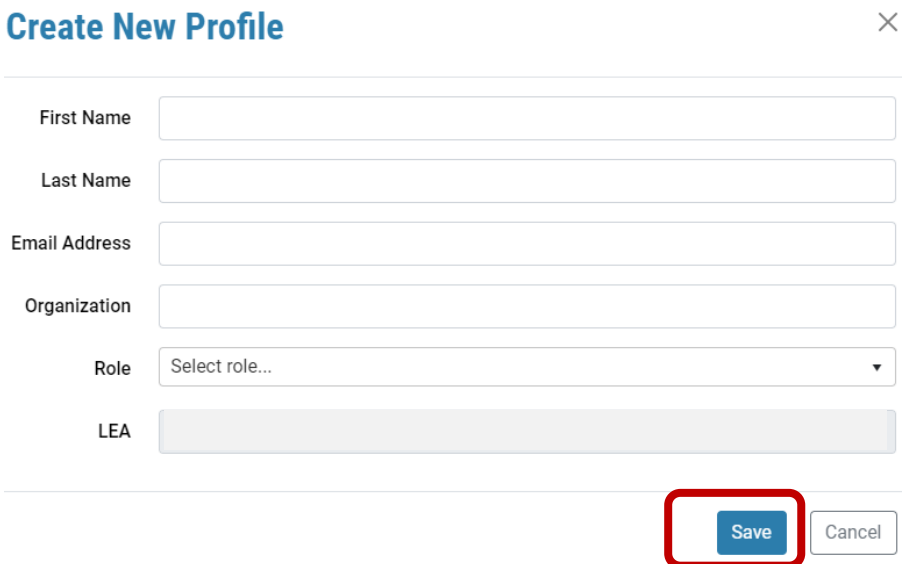
First Time:

1. If you are creating a new staff member for the first time, click "Create new" button.
2. Fill out the "Create New Profile" screen with the staff member's contact information.
    - Keep in mind that the SPS system will not initiate communication to the staff member.
3. Click the "Save" button when all information is entered

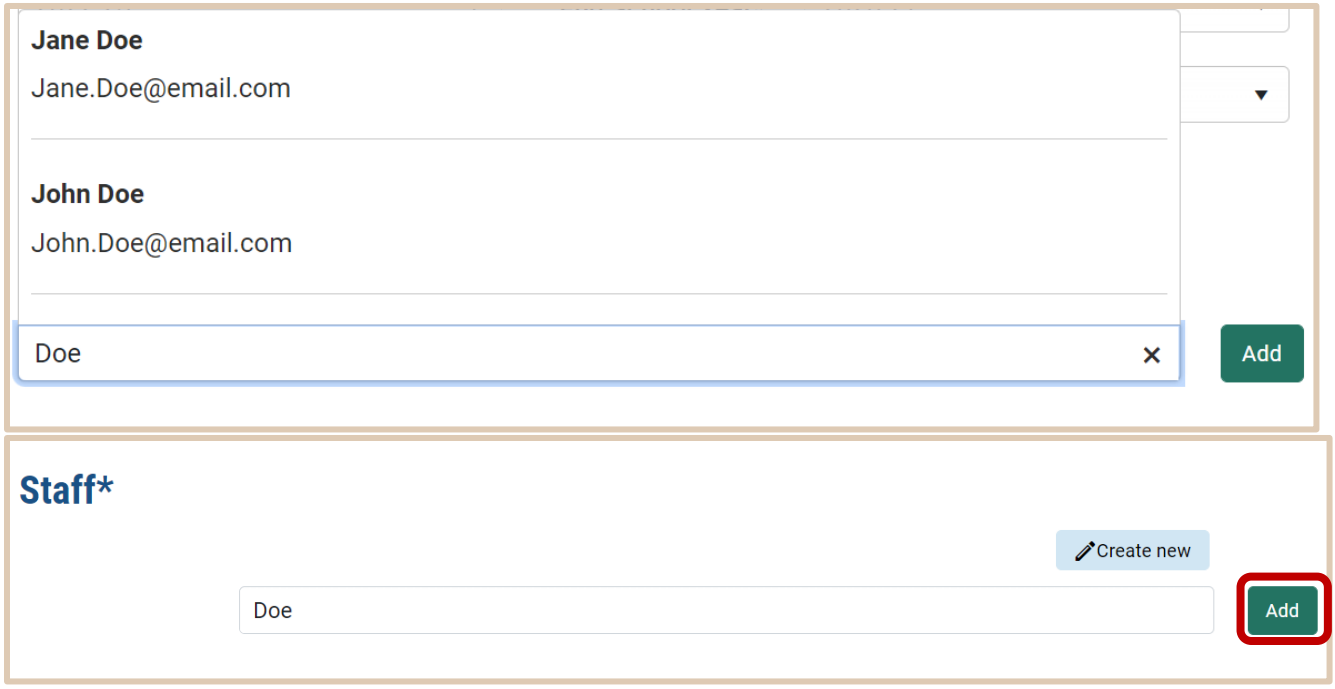
Already in the System:

1. After you have created the staff member in any of the three fields ("Stakeholder", "Staff", or "Initiative Owner"), navigate to the "Search by last name" field.
2. Begin to type the first few letters of the staff's last name and once they populate, click the "Add" button.
3. You only need to add a staff once into the SPS system.

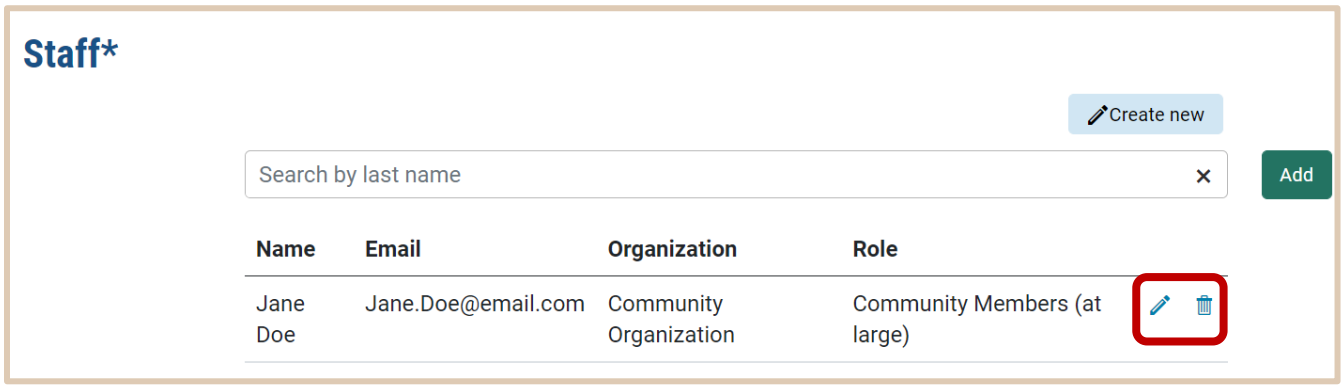




Once the staff has been created, click into the "Staff" field, and enter the letters of the last name to search for the staff member's name.



Once the staff's name has been found, click the "Add" button. The staff will be associated with the plan and populated in the list below the field.



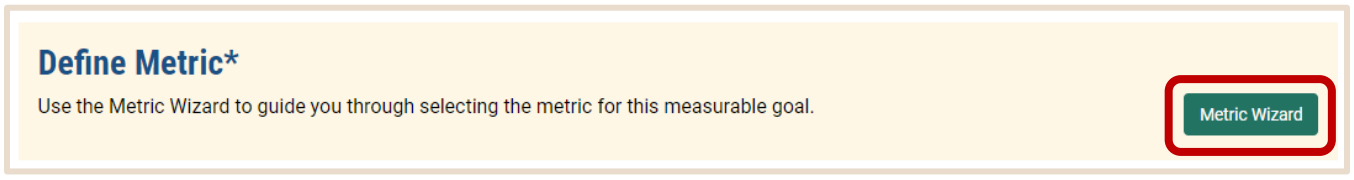
After a staff member has been added to the plan, the user has the option to edit the staff member's information or remove them from the plan with the icon buttons next to their information.

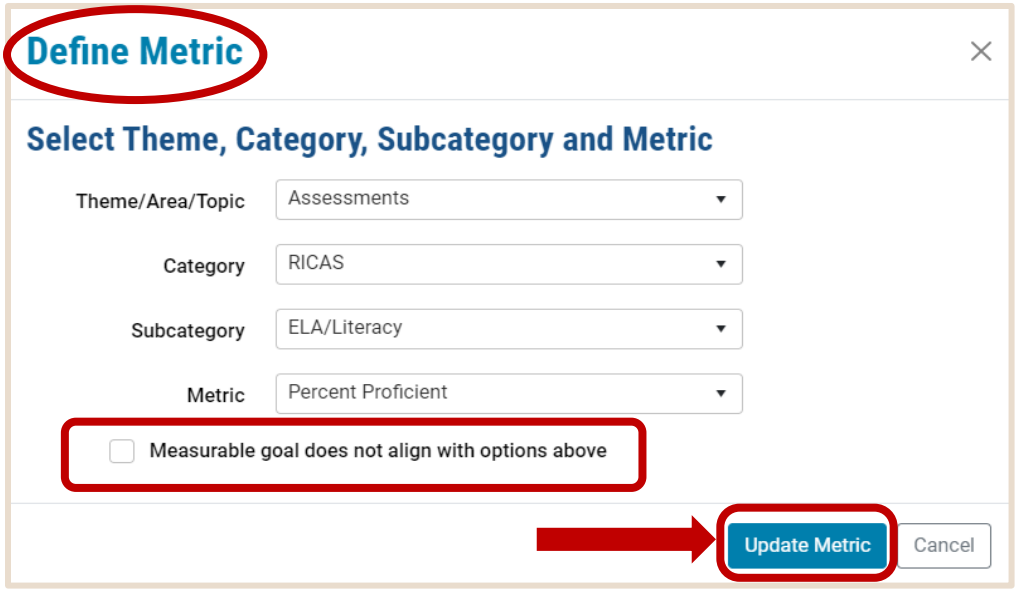
Define Metric*

The "Metric Wizard" can be accessed by clicking the "Metric Wizard" button on the "Edit Measurable Goal" screen.

After clicking the "Metric Wizard" button, the "Define Metric" window will be generated. On this screen, the user will select a theme, category, subcategory, and metric of interest for the current measurable goal selected.

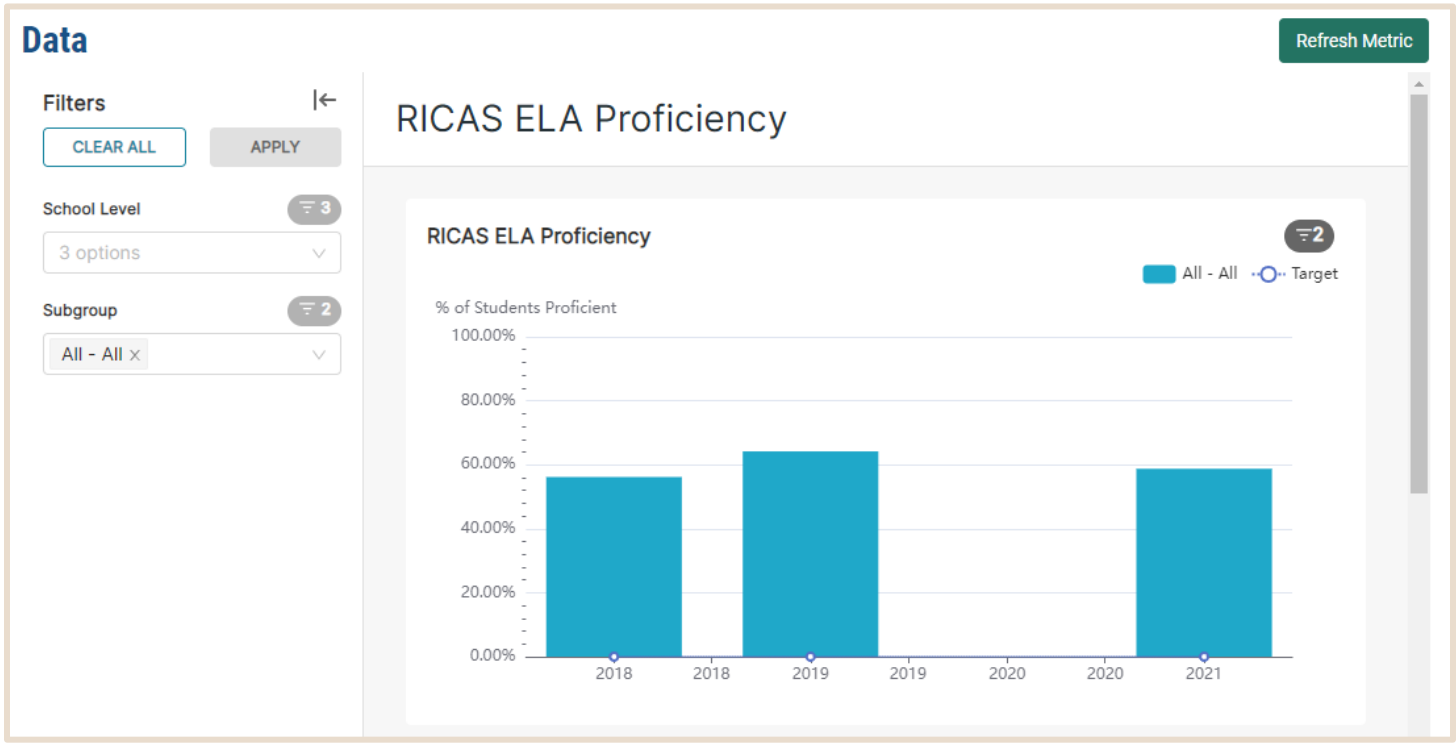
There are various data options available across the "Metric Wizard" fields.
If your current goal does not align with the current options available, the user should check off the "Measurable goal does not align with the options above box on the Metric Wizard" window.





Once the user has selected the necessary information for all fields, click the "Update Metric" button to save the selections and generate a data figure on the "Edit Measurable Goal" screen to reference any current, relevant data available.

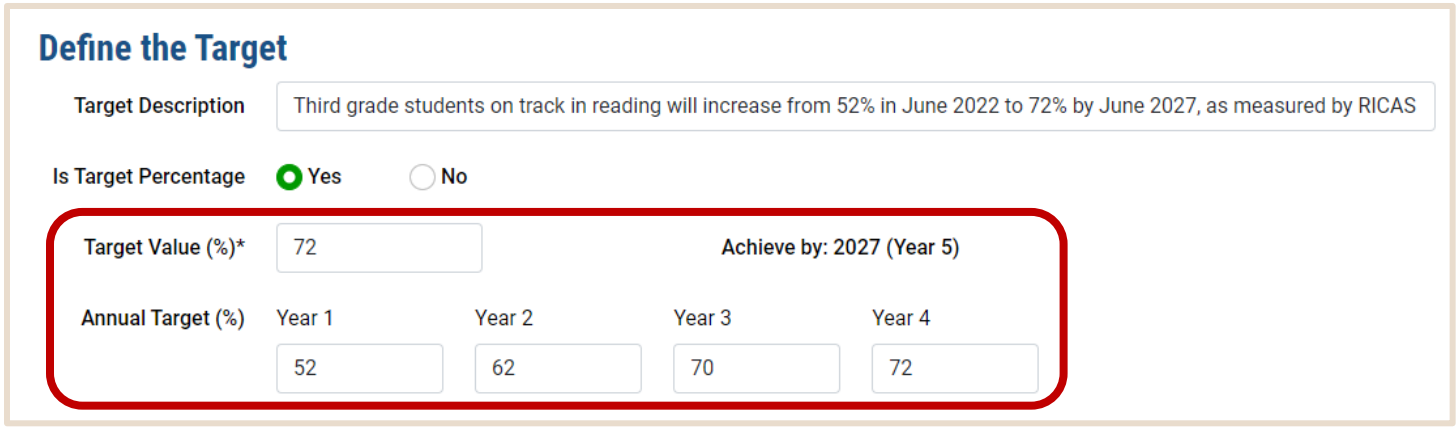
After clicking the "Update Metric" button, relevant data will be populated under the "Data" sub header on the "Edit Measurable Goal" screen. Various filters can be set in the data visualization.



Define the Target*

The user will enter an intended target value and any annual target(s) without decimal points and then click the "Refresh Metric" button to add the defined targets to the data visualization. Be sure to input targets before clicking the "Refresh Metric" button.

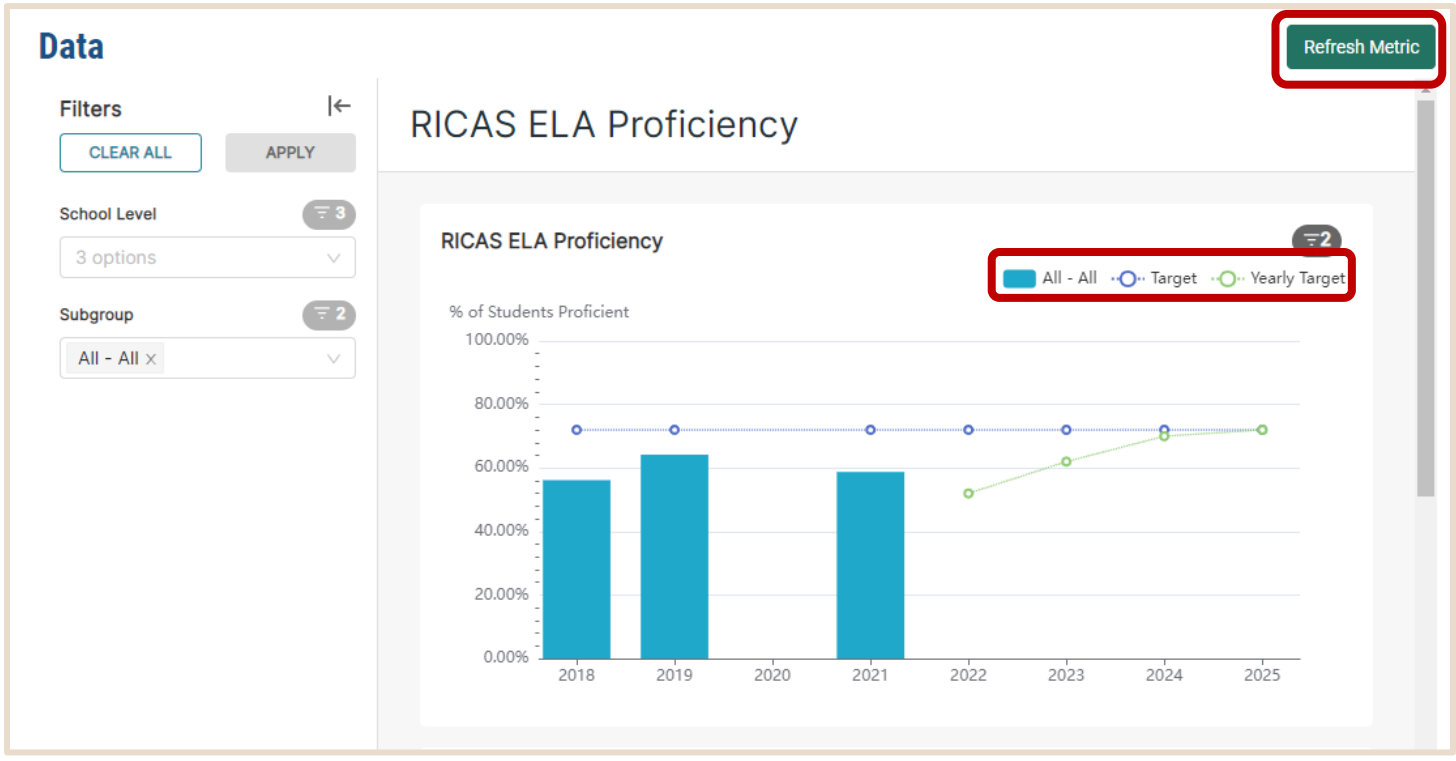
By defining the target, the user can personalize the data visualization to align with their selected measurable goals.

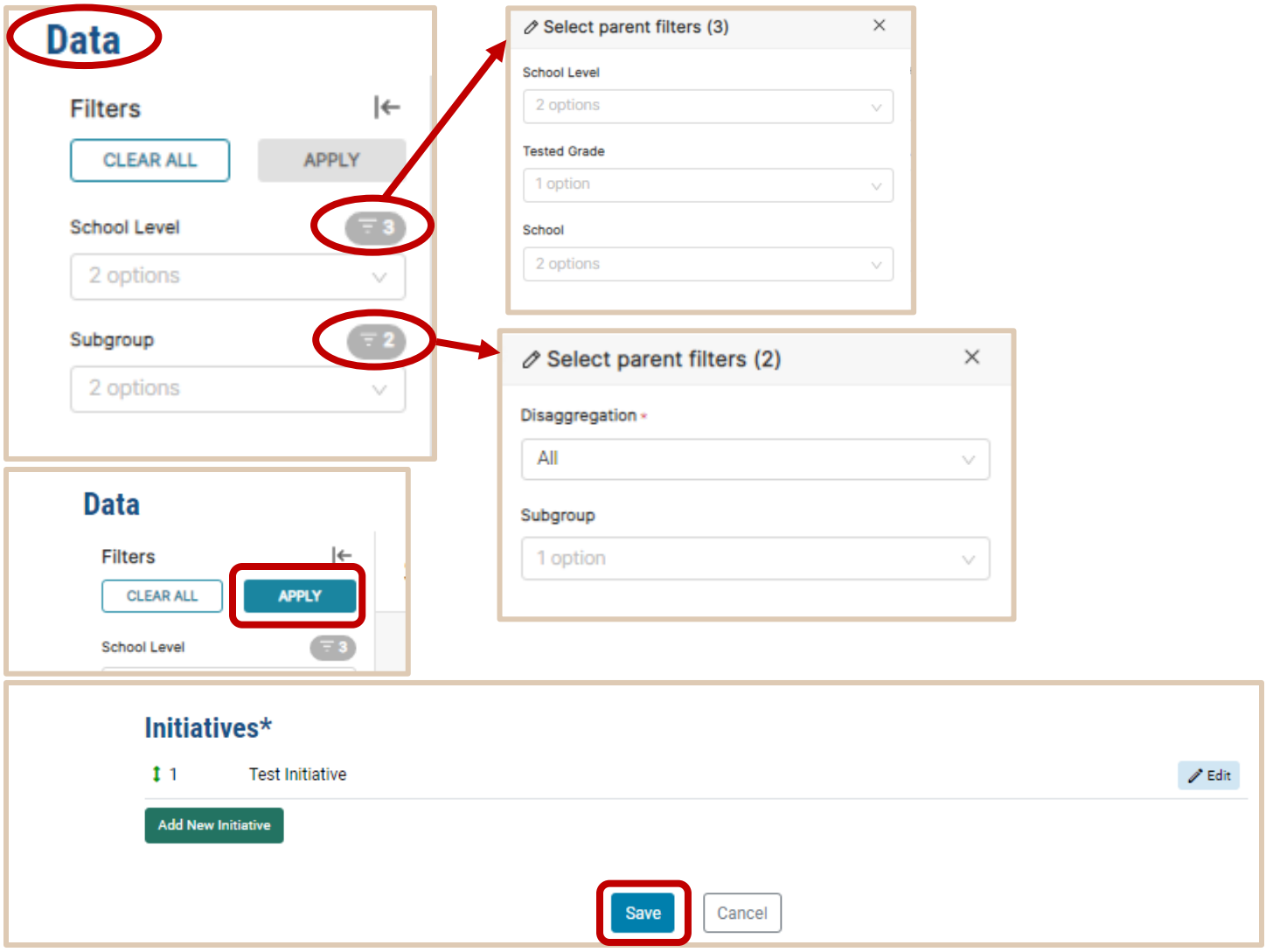


Data

The default visualization will show you data across all students in your LEA. If you would like to further examine data by school level, grade, or by specific schools – click on the filter icon next to "School Level". If you would like to further examine data by student subgroup, click the filter icon next to "Subgroup". After making your selections, be sure to click the "Apply" button to see the changes in the graph. Click the "Save" button to retain the metric and filters you've selected.

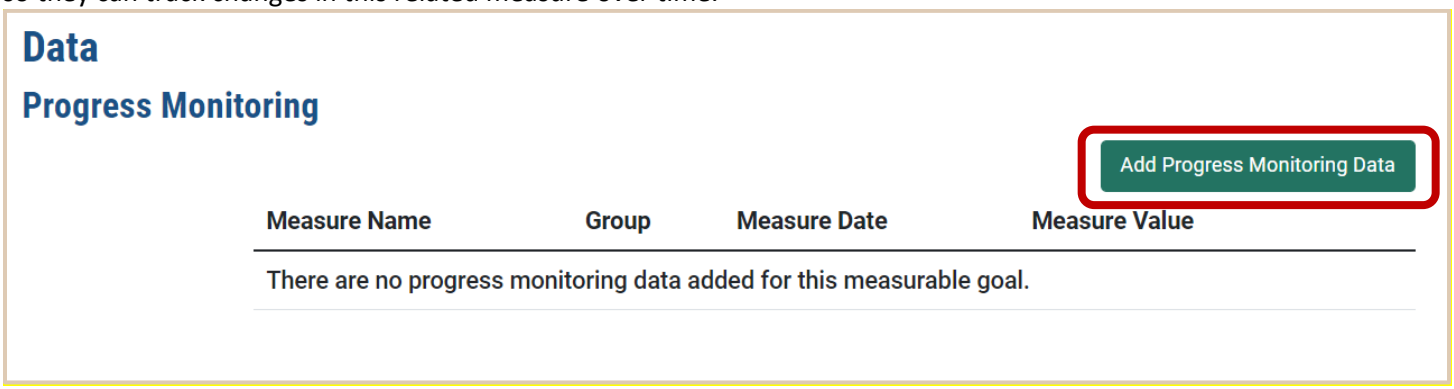
"School Level" filters may include elementary, middle, or high school, grade, or school. "Subgroup" filters include disaggregation options like gender, race, or LEP status.

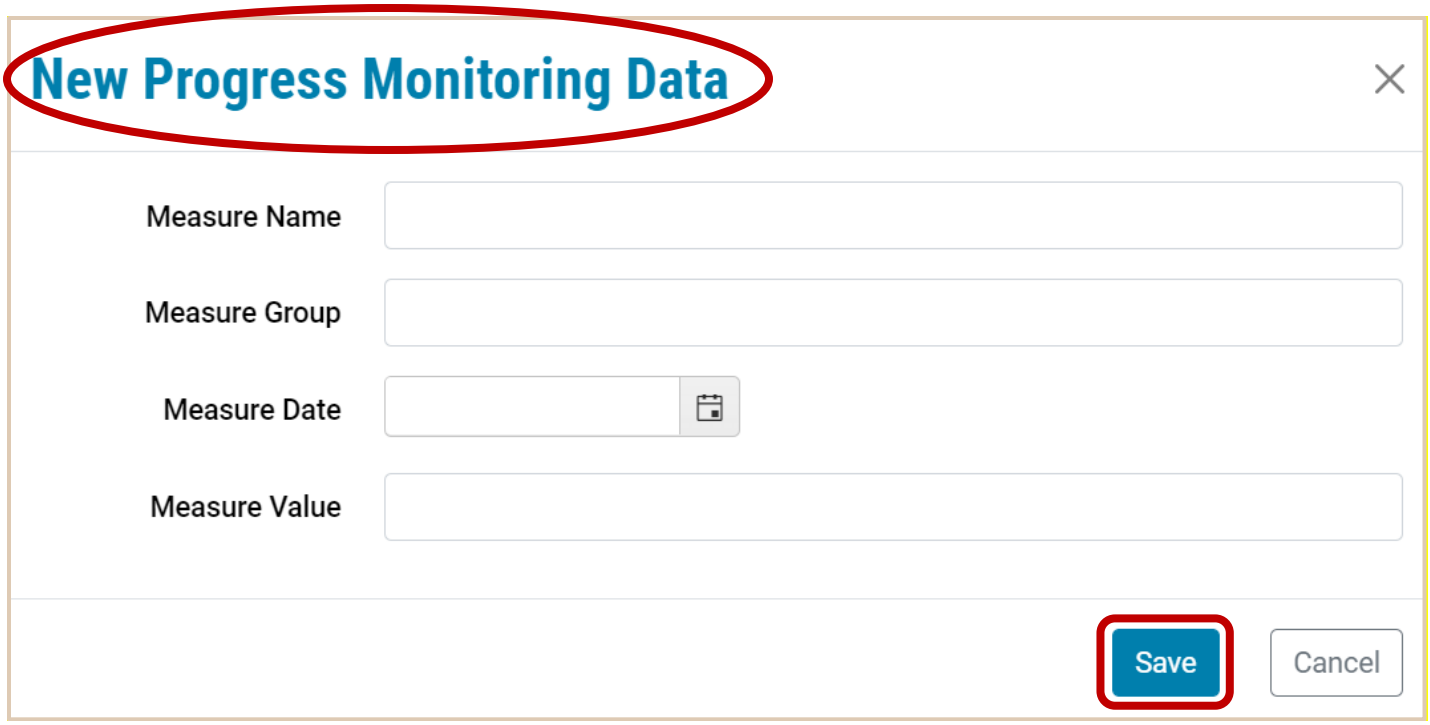




Progress Monitoring Data

From the "Edit Measurable Goal" screen, users can find the option to "Add Progress Monitoring Data". The "New Progress Monitoring Data" screen allows users to add a measure name, measure group, measure date and measure value. All information on this screen is required. Once the user has added all the appropriate information, the user can select "Save" to add the data to the Measurable Goal. Users can put in data from a related measure that doesn't exist in RIDE's system, so they can track changes in this related measure over time.





Create New Initiatives

Click “Add New Initiative” button to navigate to “Create New Initiative” window.

Initiative Title

The “Initiative Title” should be a meaningful, but brief, representation of the initiative being added.

Initiative Description

The “Initiative Description” should be a thorough description of the initiative being added.

Start School Year*

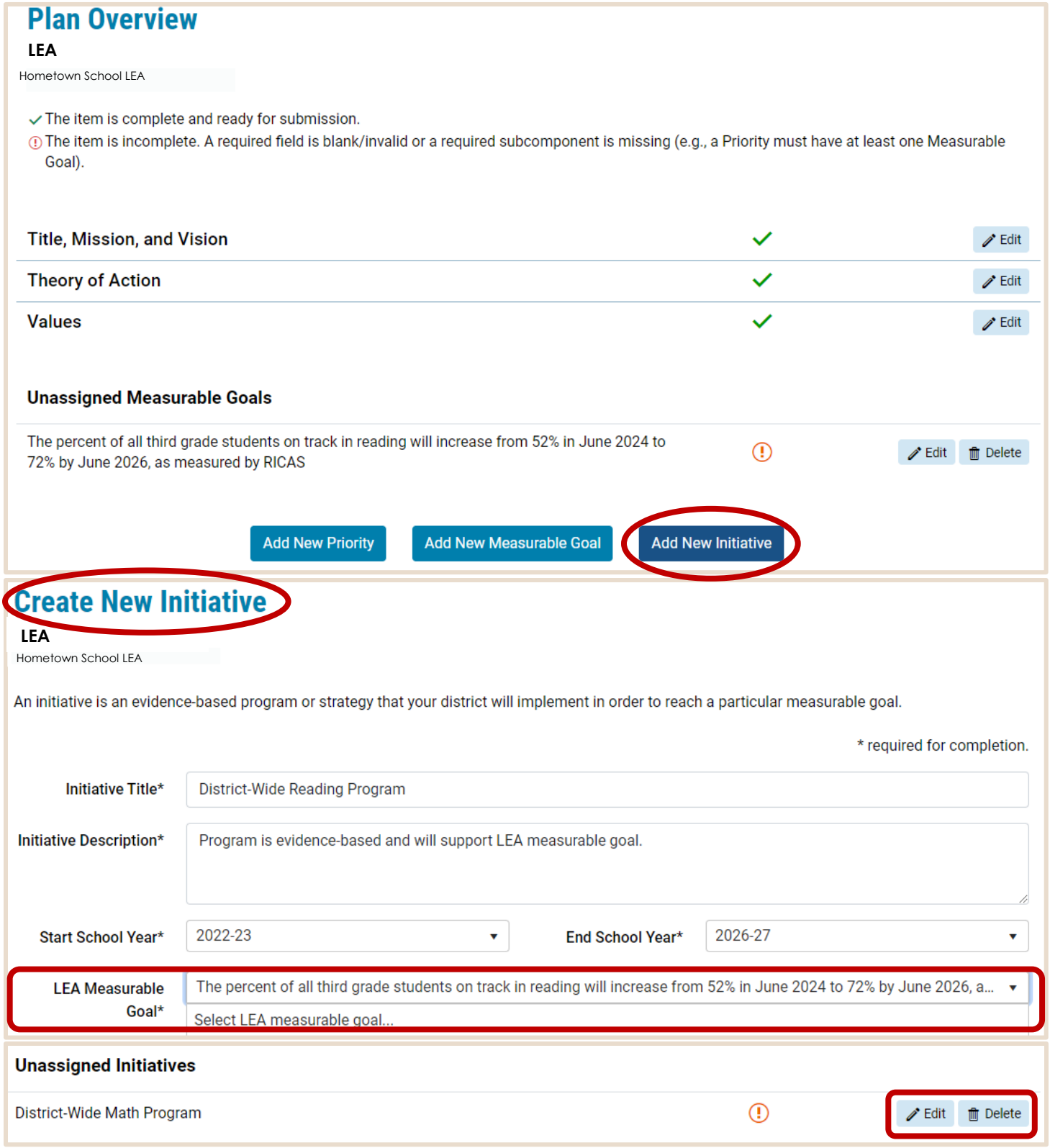
Must be greater than or equal to the plans start year and less than the plan’s end year.

End School Year*

Must be greater than or equal to the selected start school year and less than the plan’s end year.

LEA Measurable Goal*

The “LEA Measurable Goal” field dropdown is populated by the goals created in the “Add New Measurable Goal” feature. You can save an initiative without an LEA measurable goal selected. It will be saved as an “Unassigned Initiative” to the SPS, as seen on the “Plan Overview” screen. Any unassigned information can be edited at any time to associate with other plan features.



Edit Initiative

Once a user saves an initiative, the screen will expand for the user to identify more information. Two of the additional fields generated will include "RIDE Priority" and "RIDE Measurable Goal". Please note initiatives are not required to be linked to RIDE's Strategic Plan.

Initiative Title (Auto-Filled)

This will be auto-filled from the information provided in the "Create Initiative" section.

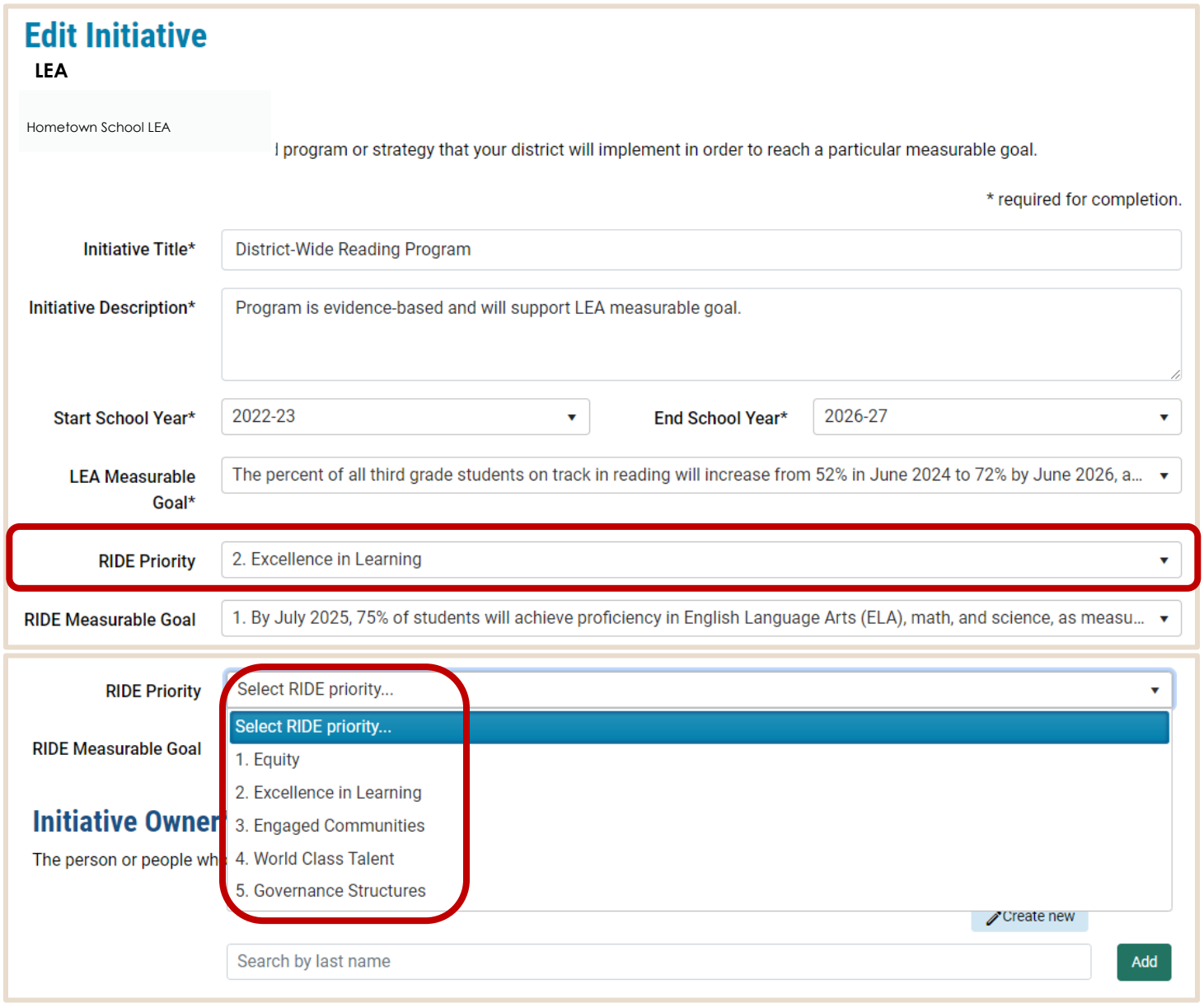
Initiative Description (Auto-Filled)
This will be auto-filled from the information provided in the "Create Initiative" section.

Start School Year* (Auto-Filled)
This will be auto-filled from the information provided in the "Create Initiative" section.

End School Year* (Auto-Filled)
This will be auto-filled from the information provided in the "Create Initiative" section.

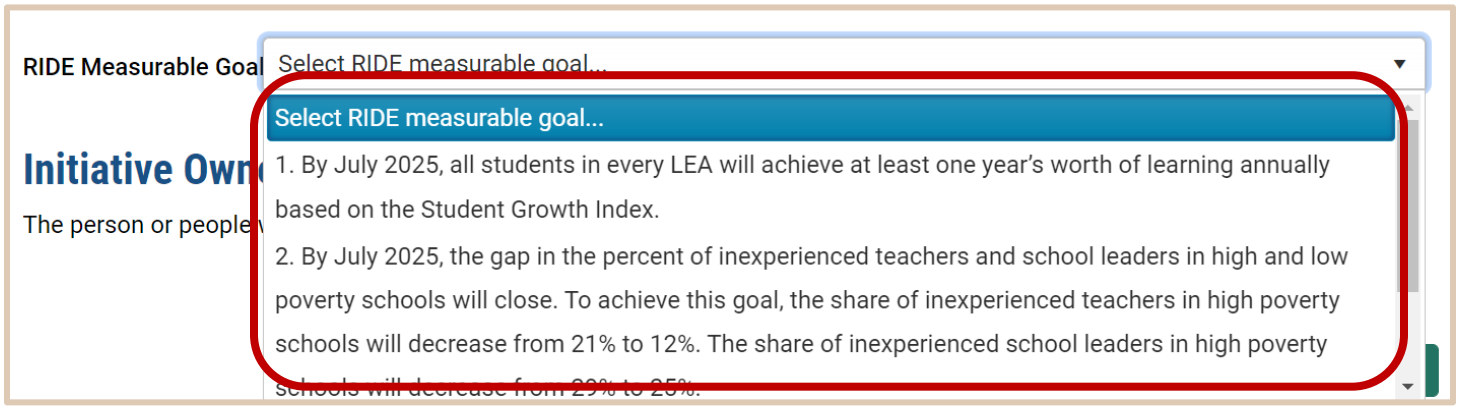
LEA Measurable Goal* (Auto-Filled)
This will be auto-filled from the information provided in the "Create Initiative" section.

RIDE Priority
The "RIDE Priority" field is populated with five options, including: 1) Equity, 2) Excellence in Learning, 3) Engaged Communities, 4) World Class Talent, and 5) Governance Structure. Depending on the user's selection, the "RIDE Measurable Goal" will populate with the appropriate options.



RIDE Measurable Goal

Based on the "RIDE Priority" selected, the "RIDE Measurable Goal" drop down will populate differently. Users can select an applicable "RIDE Measurable Goal" from the drop down.



Initiative Owner*

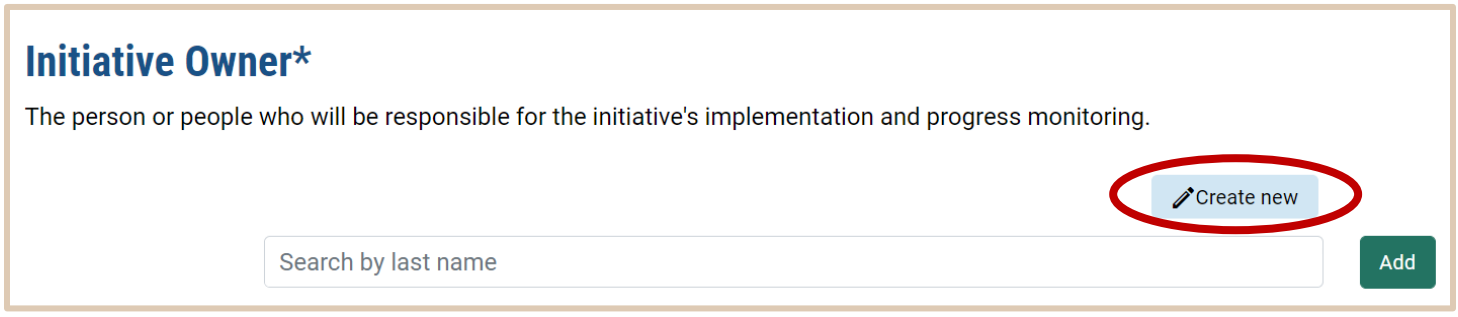
The initiative owner(s) are the people responsible for implementation and monitoring. Once an individual has been added into the system as a "Stakeholder", "Staff" or "Initiative Owner", they do not need new profiles created in other sections. Adding initiative owners is a two-step process:

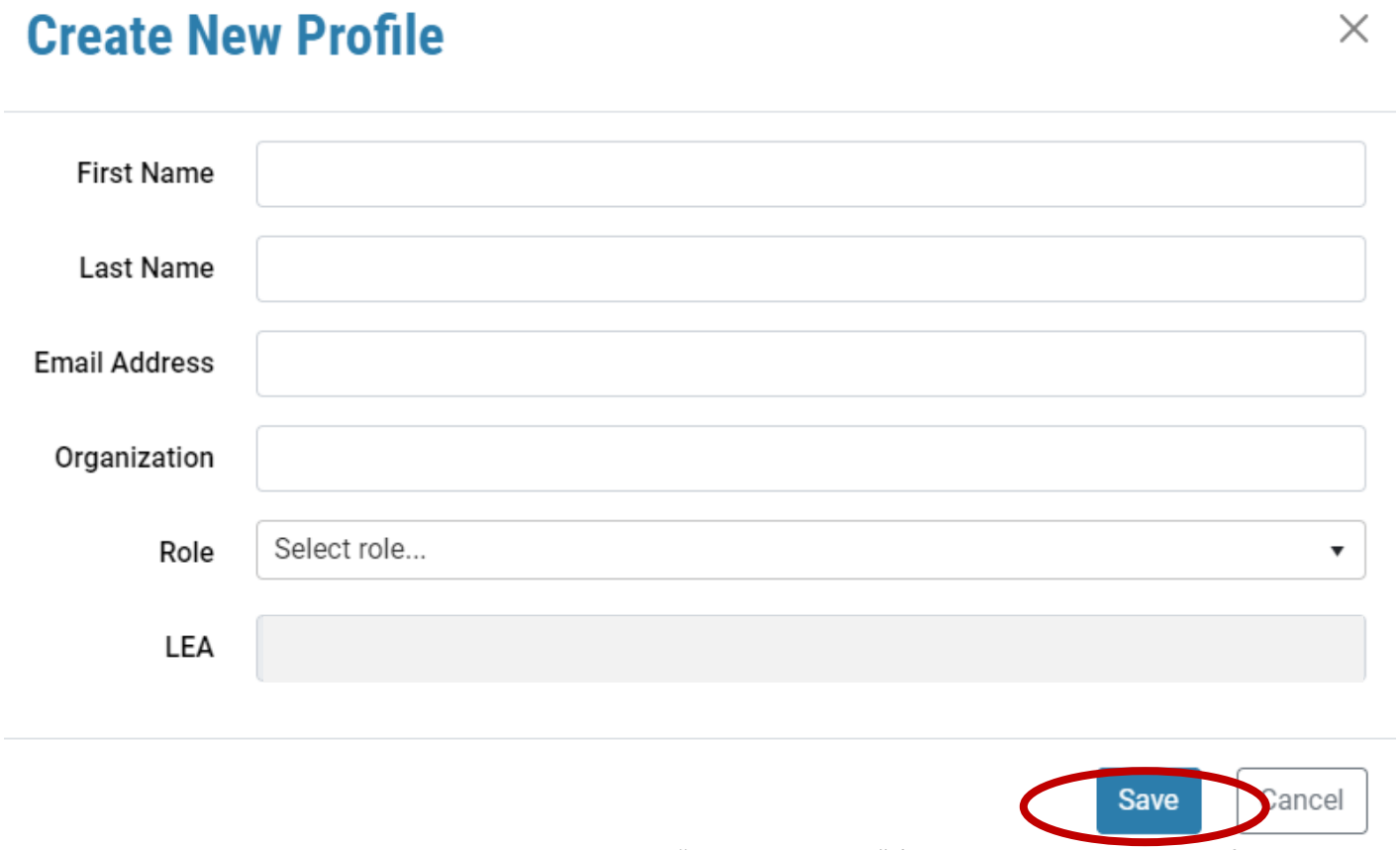
First Time:

1. If you are creating a new initiative owner for the first time, click "Create new" button.
2. Fill out the "Create New Profile" screen with the initiative owner's contact information.
    - Keep in mind that the SPS system will not initiate communication to the initiative owner.
3. Click the "Save" button when all information is entered

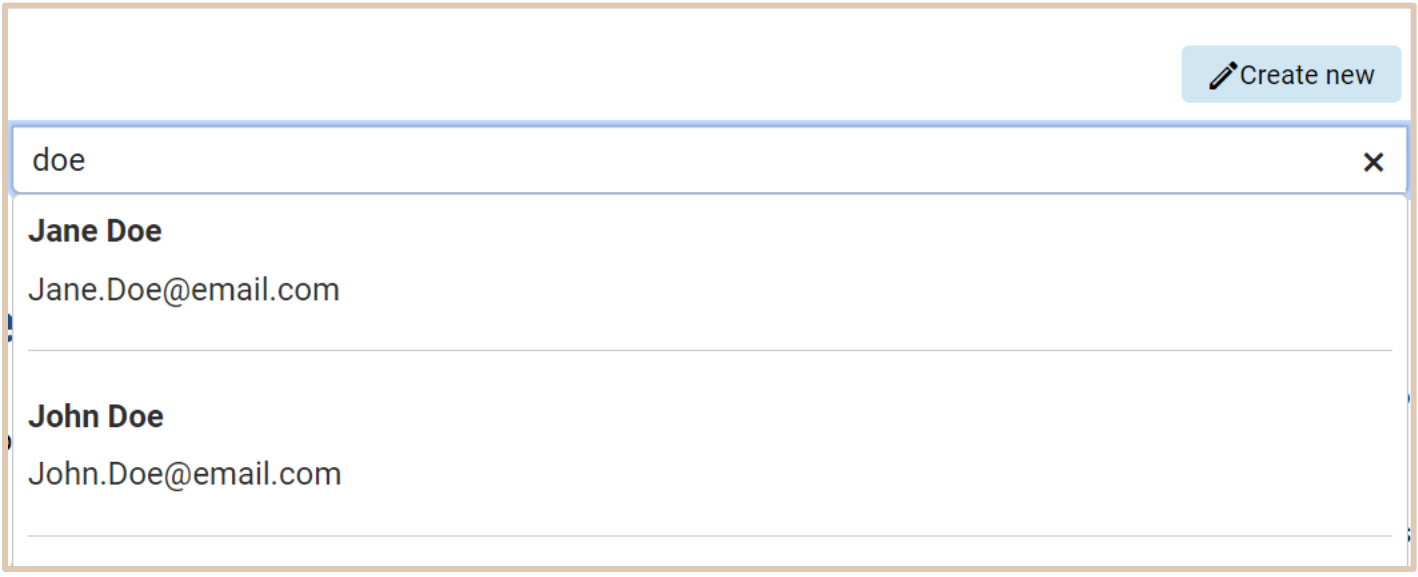
Already in the System:

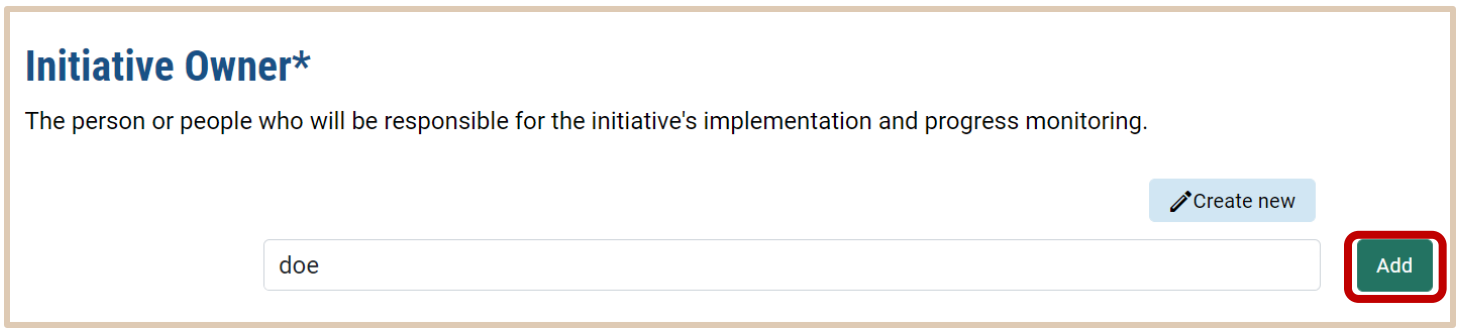
1. After you have created the initiative owner in any of the three
2. Begin to type the first few letters of the initiative owner's last name and once they populate, click the "Add" button.
3. You only need to add an initiative owner once into the SPS system.



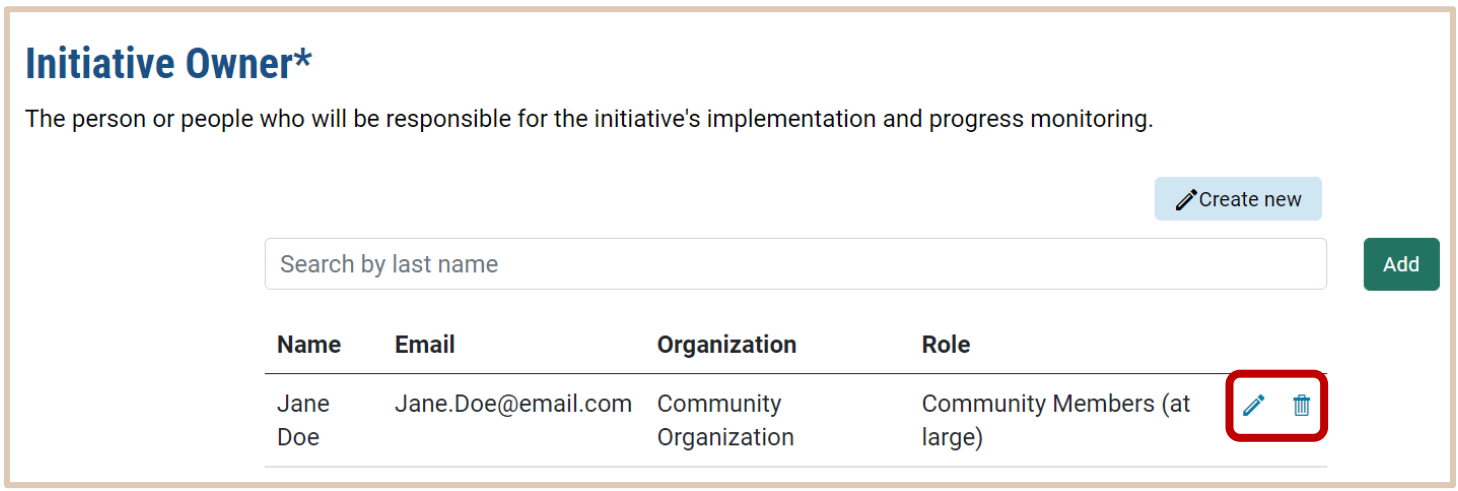


Once the initiative owner has been created, click into the “Initiative Owner” field, and enter the letters of the last name to search for the initiative owner’s name.





Once the initiative owner's name has been found, click the "Add" button. The initiative owner will be associated with the plan and populated in the list below the field.

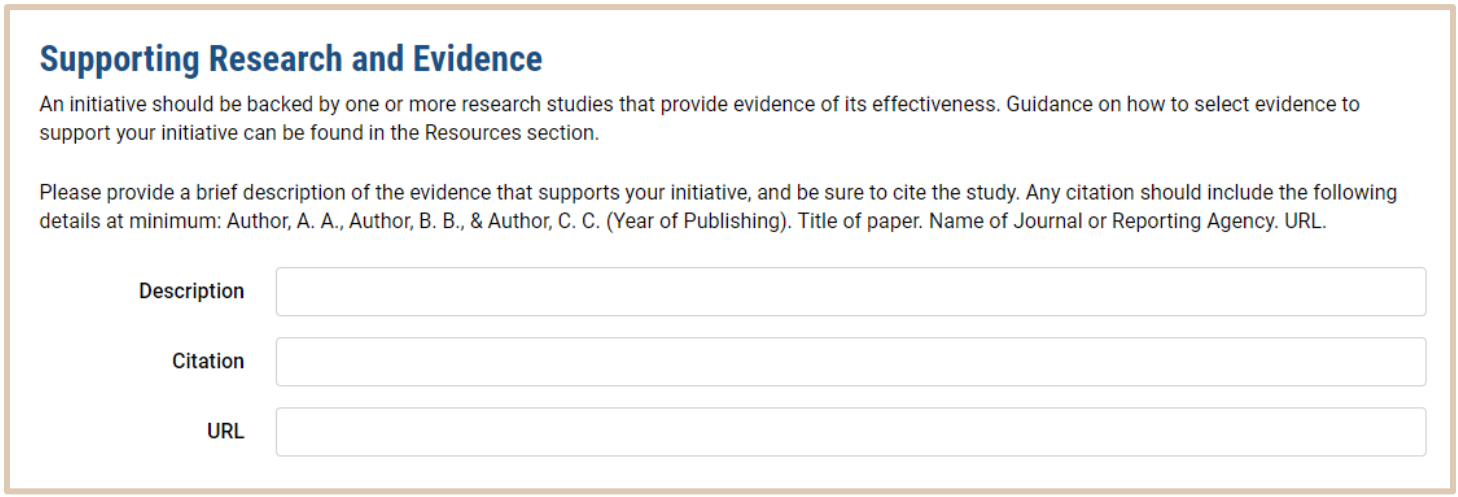


After an initiative owner has been added to the plan, the user has the option to edit the initiative owner's information or remove them from the plan with the icon buttons next to their information.

Supporting Research and Evidence

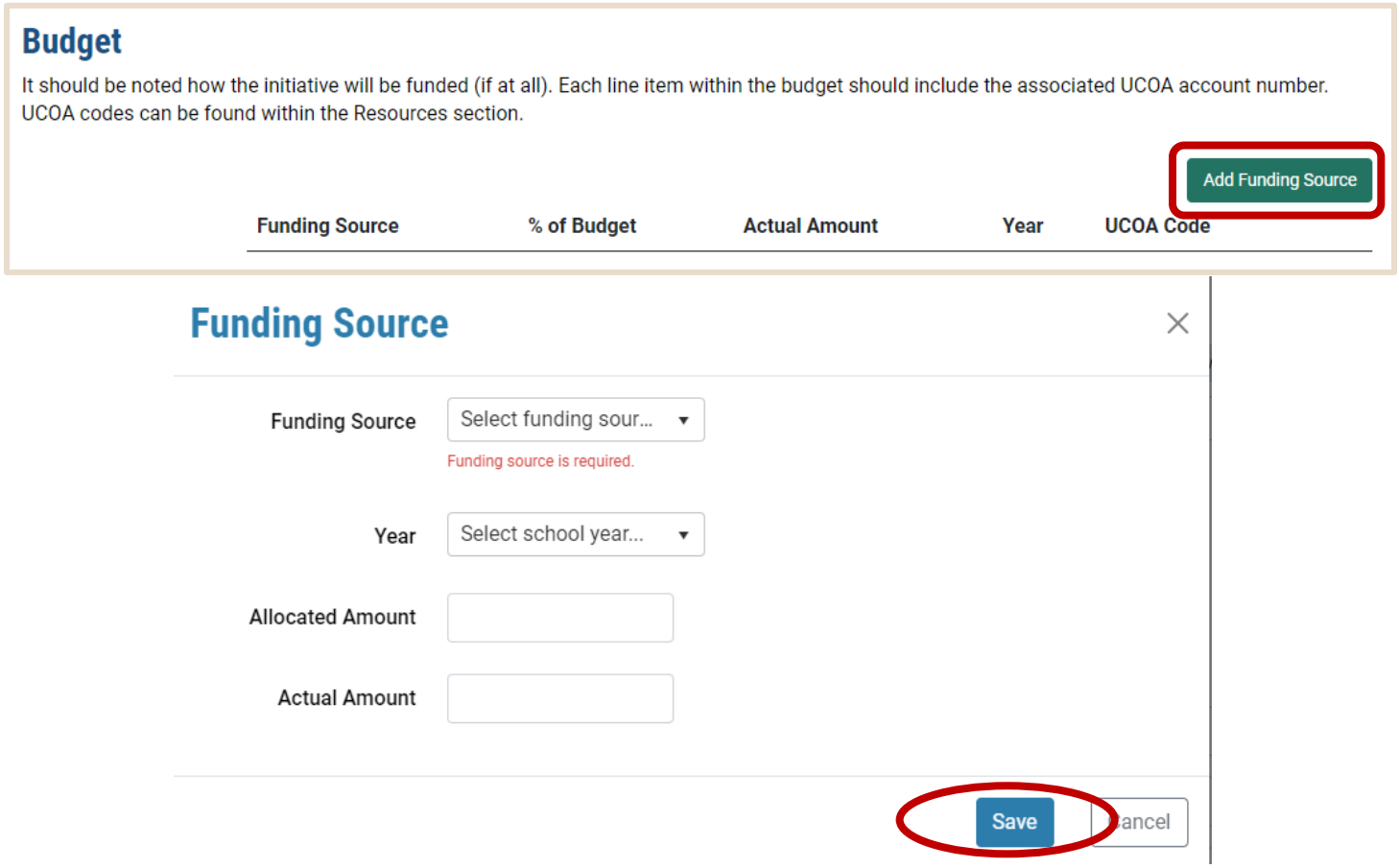
All initiatives entered in the plan should be supported by research that provides evidence of effectiveness. Initiatives can be supported by more than one research study. A description, citation, and URL to the study will need to be provided for each study article.

Descriptions should consist of a comprehensive, but brief, description of the research study. Citations should, at least, include "Author, A.A., Author, B.B., & Author, C.C. (Year of Publishing). Title of paper. Name of Journal or Reporting Agency. URL." The URL from the citation should also be included separately in the final text box.



Budget

Once a user saves an initiative, the screen will expand for the user to identify more information. One of the additional fields generated will include “Budget”. Click the “Add Funding Source” button to generate the “Funding Source” window. This screen will allow the user to specify budgetary information used per initiative. As funding sources are added, a table is generated to summarize the sources.

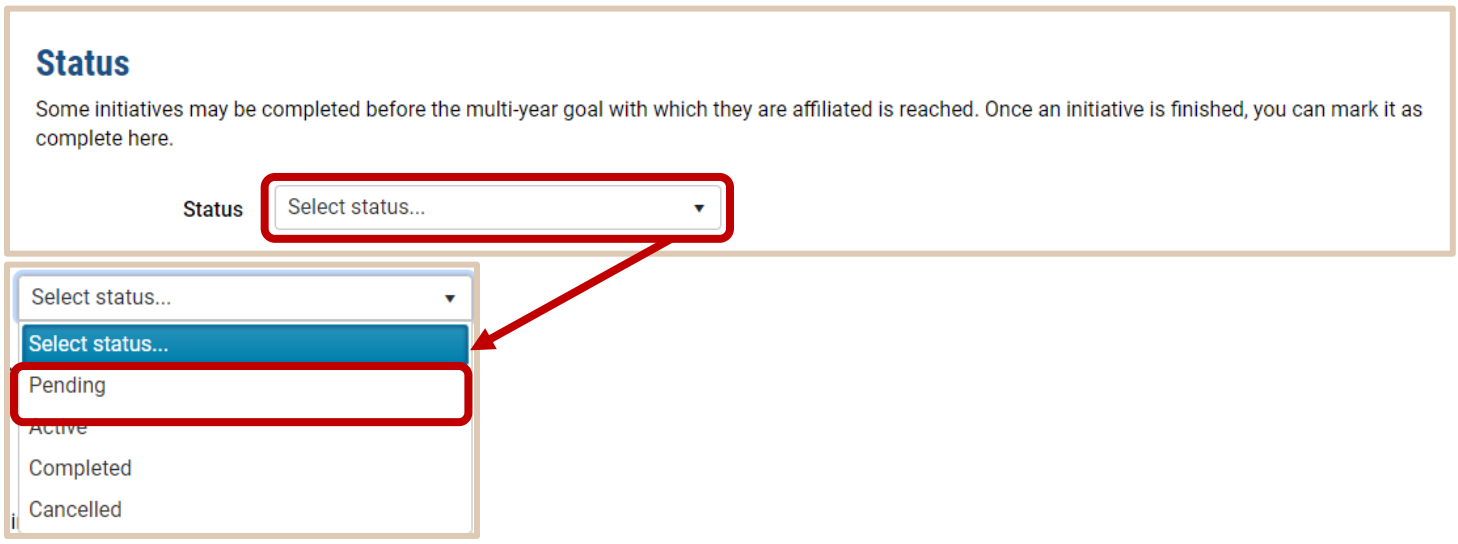


Status

The “Status” section is where your LEA can provide a status update on listed initiatives. Status updates can be provided at any point throughout the multi-year goal with which the initiative is affiliated. Status options include pending, active, completed and cancelled.

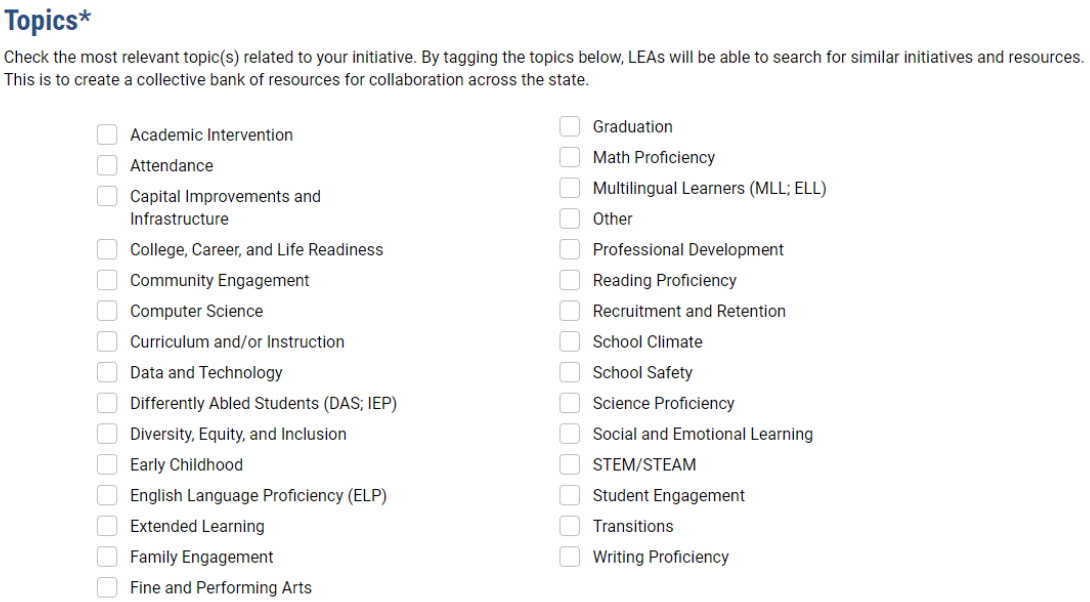
“Pending” initiatives include planned initiatives that have not been implemented. “Active” initiatives include initiatives that are currently being implemented by your LEA. “Completed” initiatives include initiatives that have been fully implemented and are finished. “Cancelled” initiatives include initiatives that were partially, or never, implemented, and

are not planned to be implemented or completed by your LEA.



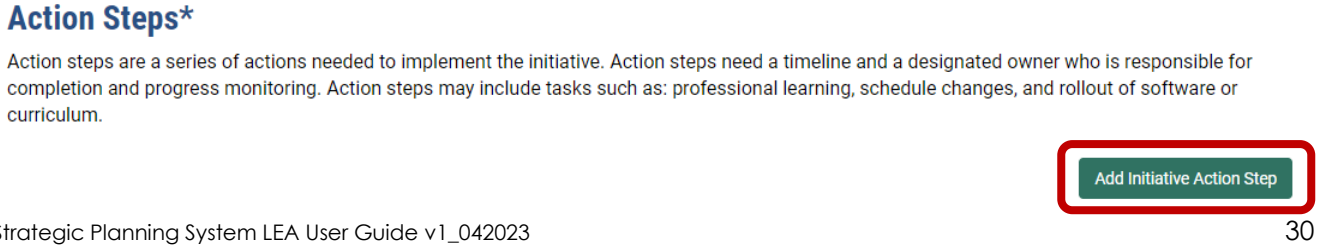
Topics*

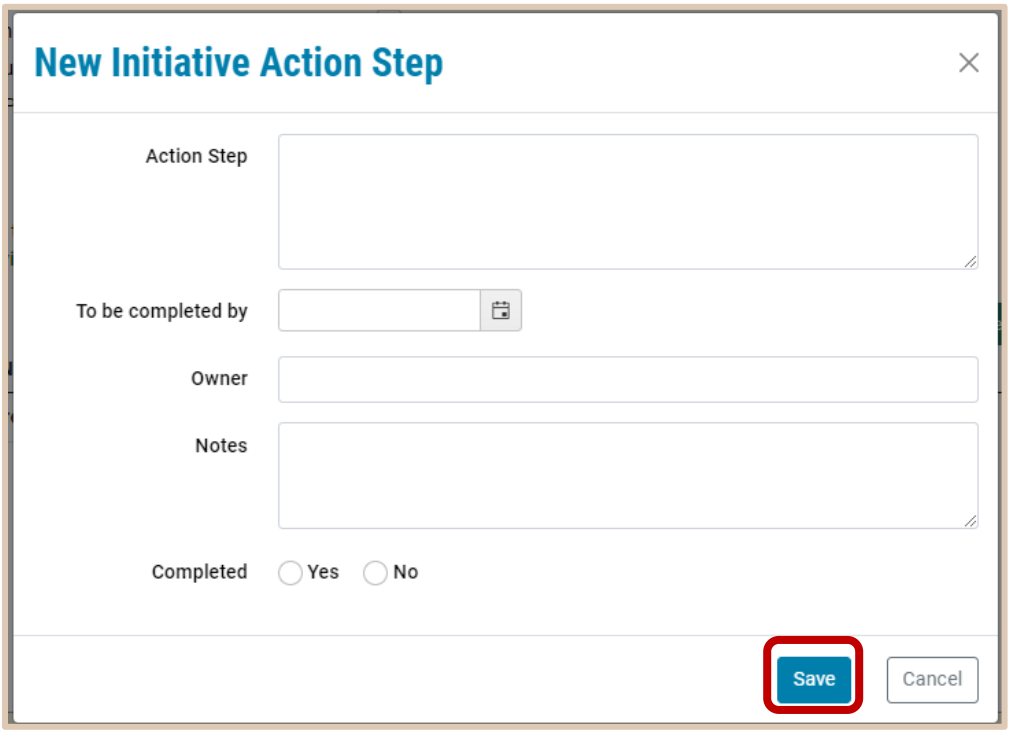
Currently, topics can be selected by the user to help elaborate on the initiative being edited. This is a select all that apply field, so more than one topic may be selected for each initiative. This will allow other LEAs to search for similar initiatives and resources with the goal of creating a collective bank of resources for collaboration across the state.

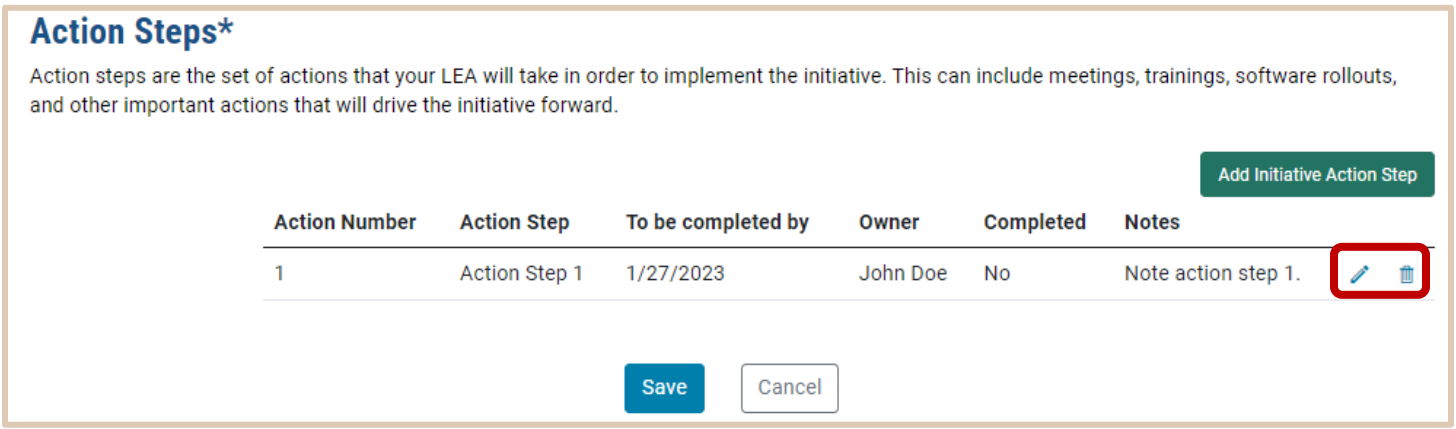


Initiative Action Steps

"Action Steps" can include meetings, training, software rollouts, or other important actions that will help your LEA implement the initiative. New action steps can be added by clicking the "Add Initiative Action Step" button. This will allow users to add a title to the action step, set a date for the action step to be completed by, indicate an owner for the action step, add any applicable notes and indicate whether the action step has been completed or not. Once all information has been updated, the user can click "Save" to add the Initiative Action Step to the table. Initiative Action Steps can be edited or deleted after being entered using the pencil and trash can button to the far right of the table.

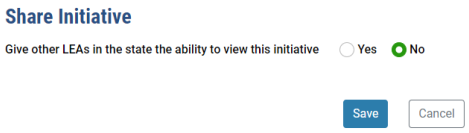






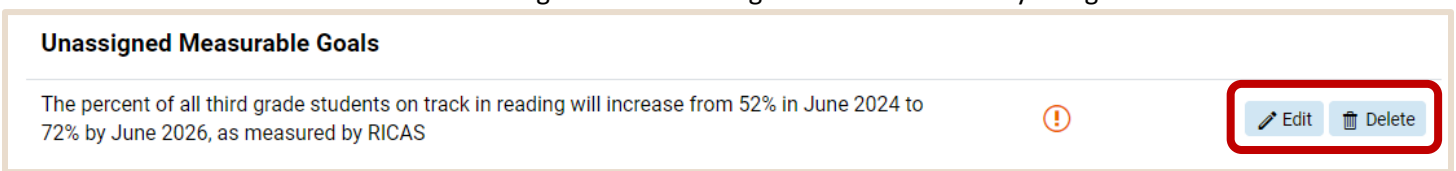
Share Initiative

All LEAs will have the option to share their initiative status with other LEAs. Users may select "Yes" or "No" for this question.



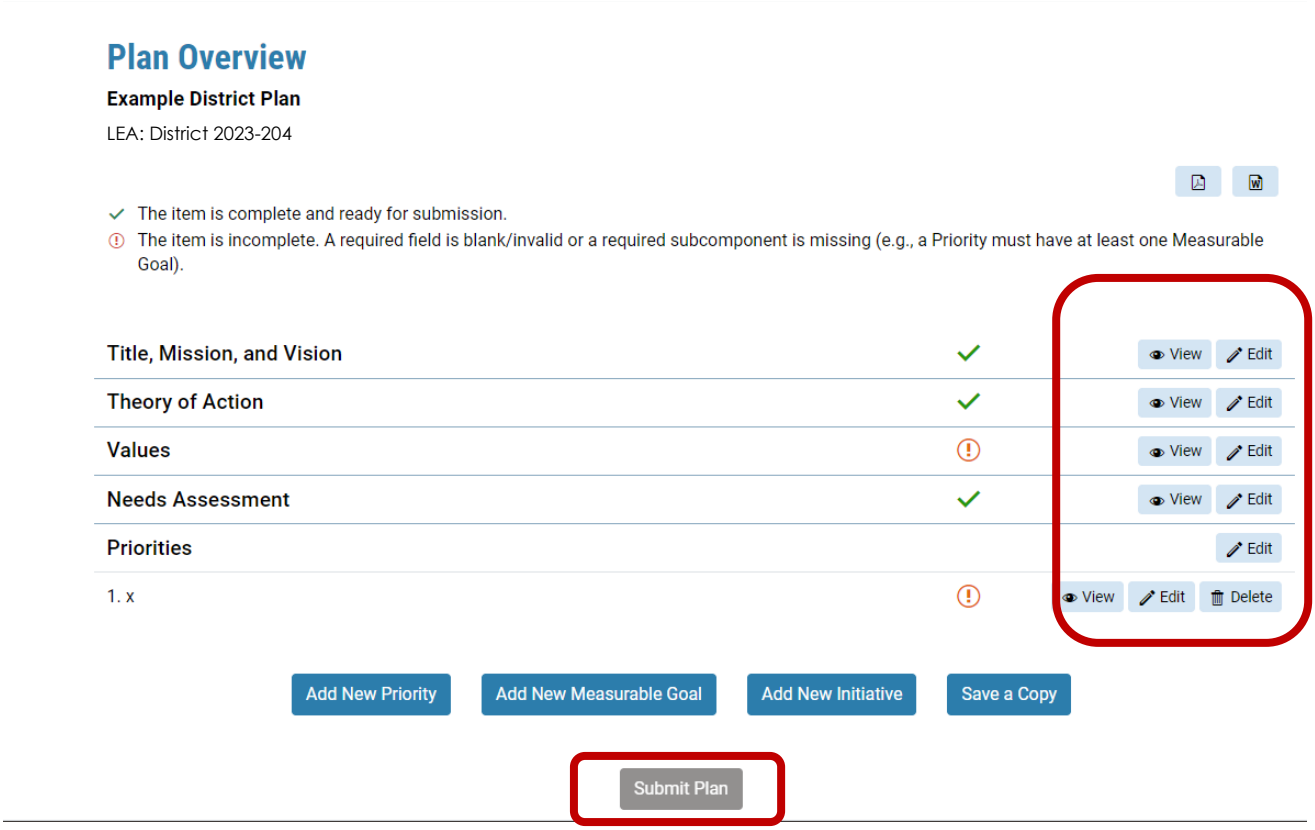
Unassigned Measurable Goals

All measurable goals will need to be assigned prior to submitting your LEA plan. Any unassigned measurable goals will be displayed in the section below on the "Plan Overview". To assign a measurable goal, click the "Edit" button to be brought to the "Edit Measurable Goal" screen. Unassigned measurable goals can be deleted by using the "Delete" button.

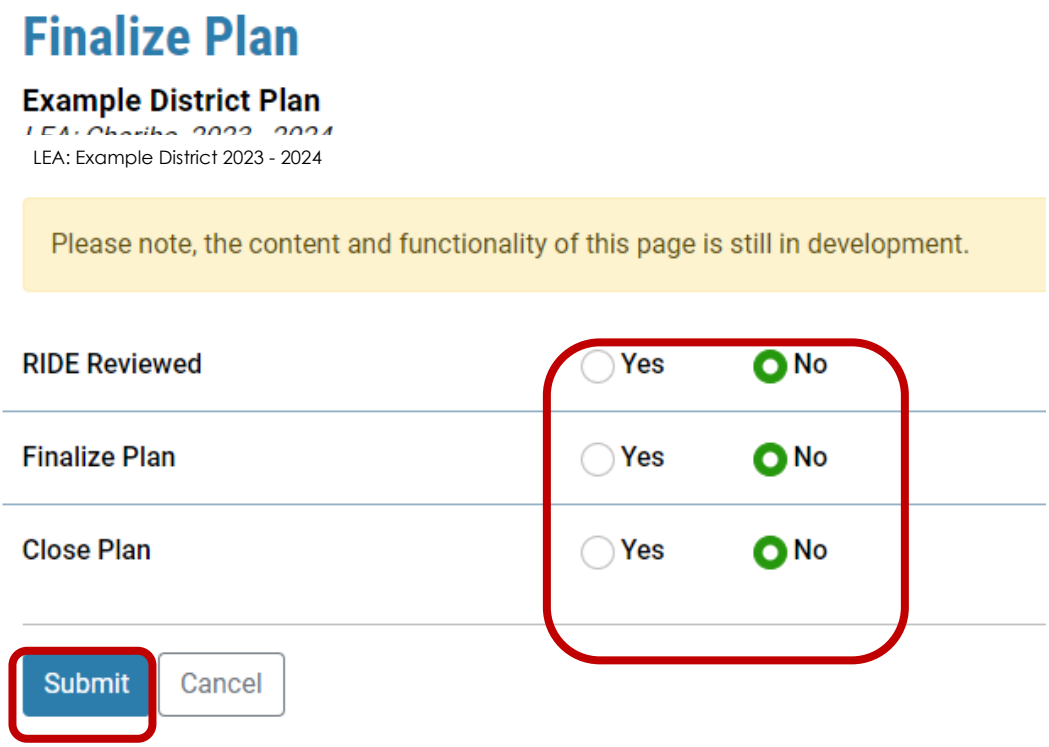


Submit Plan

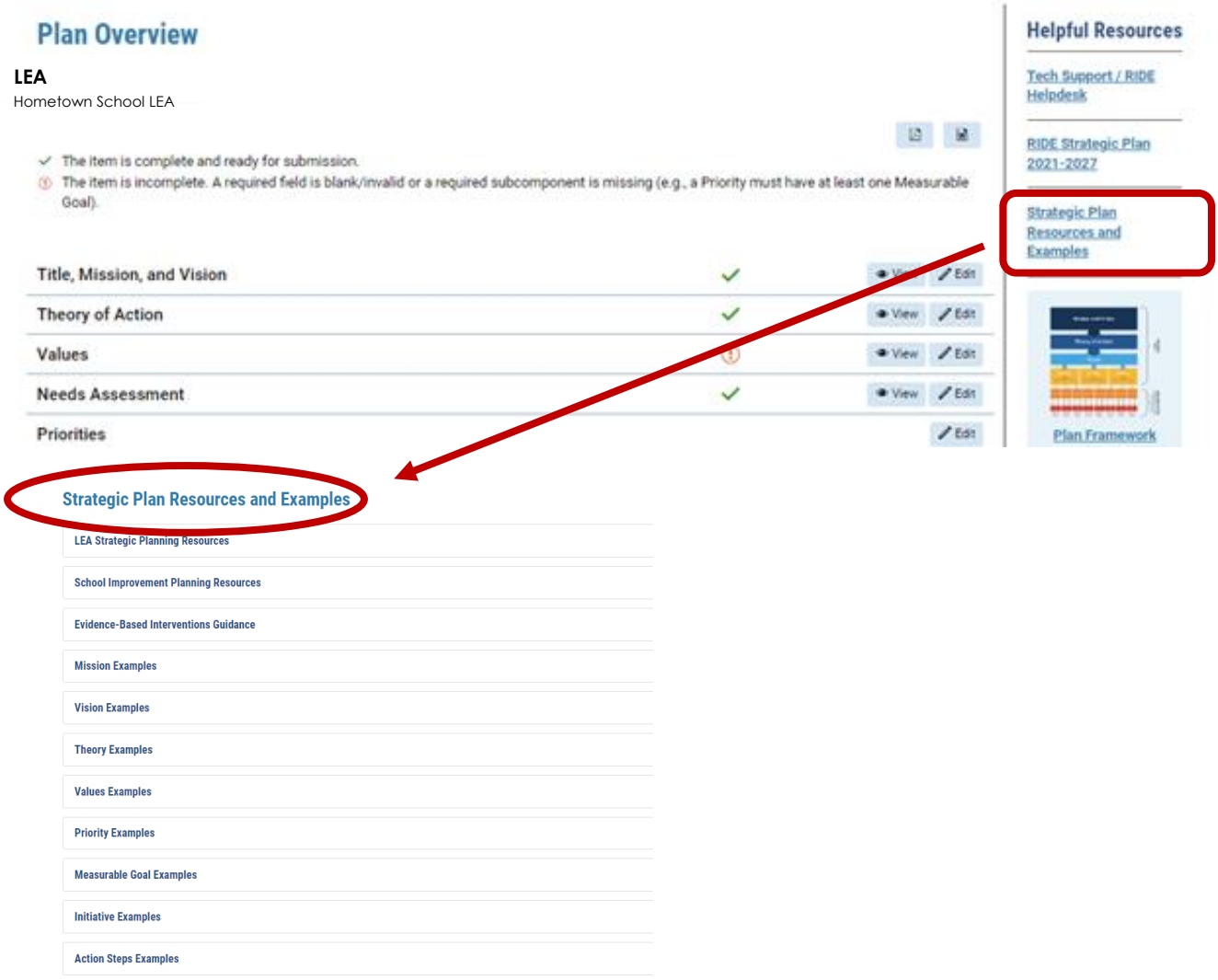
The "Submit Plan" button at the bottom of the "Plan Overview" will remain grey until all sections are marked with a green check to indicate they are completed.



Once all elements are completed, the user can select “Submit Plan”. The user will then determine and select “Yes” or “No” for three strategic plan specifications: 1) “RIDE Reviewed”, 2) “Finalize Plan”, and 3) “Close Plan”. Once selecting a response for all three specifications, the user can select “Submit”.



Resources

If you have any questions about the fields in the SPS, there are helpful resources on the right-hand side of the application including: 1) Tech Support/RIDE Helpdesk 2) RIDE Strategic Plan 2021-2027; 3) Strategic Plan Resources and Examples, and 4) Plan Framework.

- The "Tech Support / RIDE Helpdesk" hyperlink provides access to the RIDE Help Desk with a searchable knowledge base, the hyperlink for a new support ticket and the hyperlink for ticket status. Note that there are available topics that can be used to submit a ticket: 1) Strategic Planning System – feedback and 2) Strategic Planning System – support.
- The "RIDE Strategic Plan 2021-2027" hyperlink provides access to the Rhode Island Strategic Plan for PK-12 Education, 2021-2027.
- The "Strategic Plan Resources and Example" hyperlink can be helpful to describe the main fields in the SPS and provides helpful examples of the content intended to be entered. The "Strategic Plan Examples" resource may help with questions about field definitions. Click the hyperlink to display the examples! Expand a section with the arrows to view the sample information.
- The "Plan Framework" hyperlink navigates the user to the framework guidance in an easy to follow diagram.