RIDE STRATEGIC PLANNING SYSTEM (SPS)

School User Guide

April 2023

RIDE Rhode Island Department of Education

Datacorp
Making Your Data Work For You

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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 to 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 Schools while creating the School 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 RIDE to School, LEA to School, or School to School.

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.
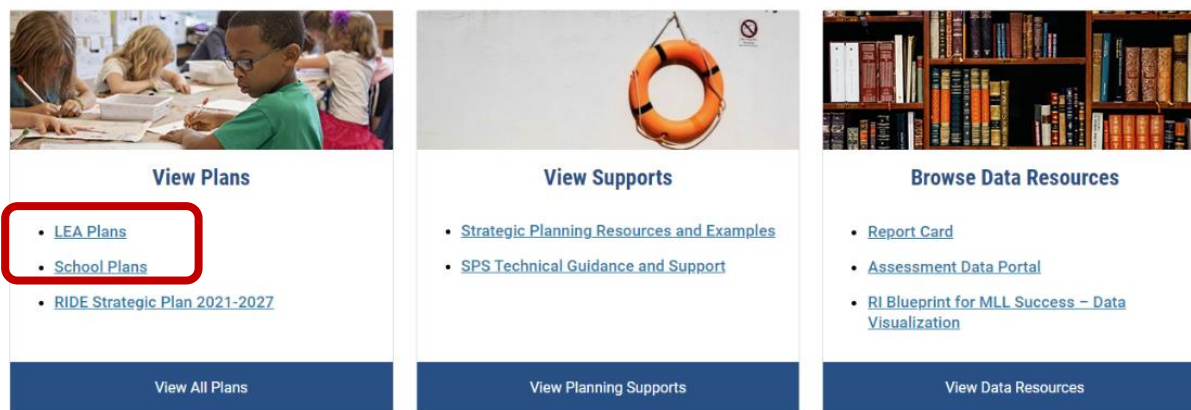
Creating a New Plan

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 "I am ready to 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.

School Year*

The user should select the school year that the Strategic Plan will apply to.

School Name*

The user should select the name of schools from the provided drop down list.

Parent LEA Plan*

All school plans must be linked to a "Parent LEA Plan". The user can select a parent LEA plan from the provided drop down list. The drop-down list includes any LEA plans the school's LEA has created.

Inherit plan attributes checkbox

If the school uses the same information as a plan created by its LEA, the user can select "Inherit plan attributes from LEA strategic plan". Once selected, the user will be able to choose one of its LEA's plans (note that this does not have to be the same plan as the Parent LEA plan) and what attributes to inherent from the LEA plan.

Strategic Plan ▾   ...esources ▾

Welcome

Create New Plan
LEA Strategic Plans
School Improvement Plans

Welcome to the Strategic Planning System! This is your one-stop-s... op-s... alysis and peer to peer collaboration. You can examine your data, look for research-based programs and practices, set measurable goals and articulate initiatives and action steps. The site is interactive so you can collaborate across the LEA and share with peers across the state if you so choose. Perhaps most importantly, it incorporates the requirements of the 2019 Rhode Island Education Accountability Act and the Learning, Equity and Accelerated Pathways (LEAP) goals and funding streams.

I Want To

View Plans

- LEA Plans
- School Plans
- RIDE Strategic Plan 2021-2027

View All Plans

View Supports

- Strategic Planning Resources and Examples
- SPS Technical Guidance and Support

View Planning Supports

Browse Data Resources

- Report Card
- Assessment Data Portal
- RI Blueprint for MLL Success – Data Visualization

View Data Resources

Logout

RIDE Rhode Island Department of Education — Rhode Island Strategic Planning System

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.
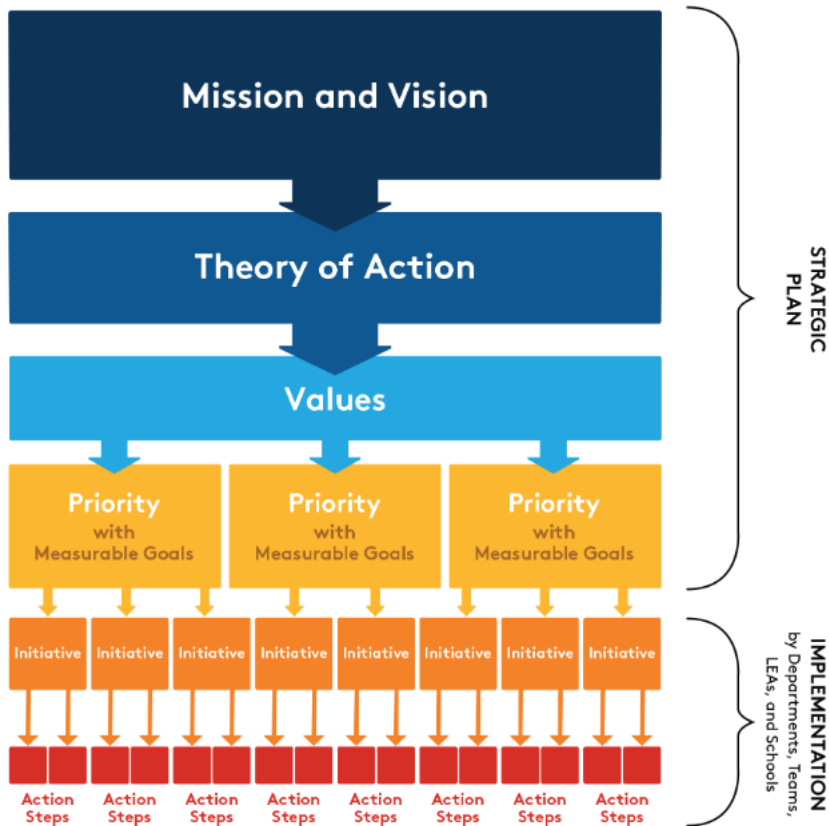
Create a new LEA Plan   Create a new School Plan

Create New School Strategic Plan

Title*	School Plan 1
School Year*	2022-23 ▾
School Name*	Select school... ▾
	School name is required.
Parent LEA Plan*	Select Parent LEA Plan... ▾
	☐ Inherit plan attributes from LEA strategic plan

Create   Cancel

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. If Mission and Vision were selected to be inherited from the Parent LEA Plan, then these sections will be pre-populated with information from the chosen Parent LEA Plan.

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:

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

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.
3. You only need to add a stakeholder once into the SPS system.

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.

Mission*

A mission statement describes the organization's purpose and its overall intention. The mission statement supports the vision and serves to communicate purpose and direction to all education stakeholders.

Vision*

A vision statement looks forward and creates a mental image of the ideal state that the organization wishes to achieve. It is inspirational and aspirational.

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 user selected to inherit the "Theory of Action" from the Parent LEA Plan, then the If, Then, So That statements will be pre-populated with the applicable information from the Parent LEA Plan.

If School…

The "If School…" 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 School…" 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 School plan.

Theory of Action (Optional)

School Plan 1

Hometown School

A Theory of Action is a connected set of propositions, a logical chain of reasoning that explains how change will lead to improved practices. It "connects the dots" explaining in a common sense way which features are expected to produce results that lead to the final desired outcome (Haertel, National Academy of Science, 2009)

If the School...

↕ 1

[Add Another If Statement]

Then...

1

[Add Another Then Statement]

So That...

[Save & Continue] [Save] [Cancel]

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. If the user selected for the "Values" to be inherited from the Parent LEA Plan, then this section will be pre-populated from the information in the selected Parent LEA Plan.

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.

Values

School Plan 1

Hometown School

Values are the core principles that guide and direct the organization and its culture. Values create a moral compass for the organization.

required for completion.

1   Title*   [   ]   🗑

Statement*   [   ]

Description   [   ]

Add Another Value

Save & Continue   **Save**   Cancel

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.

Needs Assessment

School Plan 1

Hometown School

[   ]

Save & Continue   Save   Cancel

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., not all required information has been added).

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).

Plan Overview

Example School Plan
School: Example School

✓ The item is complete and ready for submission.
① 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, Mission, and Vision	✓	👁 View 🖊 Edit
Theory of Action	✓	👁 View 🖊 Edit
Values	✓	👁 View 🖊 Edit
Needs Assessment	✓	👁 View 🖊 Edit
Priorities		🖊 Edit
1. x	①	👁 View 🖊 Edit 🗑 Delete
2. a	①	👁 View 🖊 Edit 🗑 Delete

[Add New Priority] [Add New Measurable Goal] [Add New Initiative] [Save a Copy]

[Submit Plan]

Priorities

Click the "Add New Priority" button to navigate to the "Create New Priority" window. If the user selected "Priorities" to be inherited from the Parent LEA Plan, then this section will be pre-populated with information from the selected Parent LEA Plan.

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 School Plan
School: Example School

✓ The item is complete and ready for submission.
① 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, Mission, and Vision	✓	👁 View 🖊 Edit
Theory of Action	✓	👁 View 🖊 Edit
Values	✓	👁 View 🖊 Edit
Needs Assessment	✓	👁 View 🖊 Edit
Priorities		🖊 Edit
1. x	①	👁 View 🖊 Edit 🗑 Delete
2. a	①	👁 View 🖊 Edit 🗑 Delete

[Add New Priority] [Add New Measurable Goal] [Add New Initiative] [Save a Copy]

[Submit Plan]

Create New Priority

Example School Plan
School: Example School

Strategic priorities are the objectives your school hopes to achieve over a designated time period. Strategic priorities are part of the school's core culture and help to guide the school to future success.

* required for completion.

Priority Title*

Priority Statement*

Priority Description

Create Priority   Cancel

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.

Edit Priority

Example School Plan
School: Example School

Strategic priorities are the objectives your district hopes to achieve over a designated time period. Strategic priorities are part of the district's core culture and help to guide the district to future success.

* required for completion.

Priority Number*   1

Priority Title*

Priority title is required.

Priority Statement*

Priority Description

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.

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.

Critical Root Cause

The critical root causes are the results of the root cause analyses and are high-priority needs identified through the needs assessment. Critical roots serve as guides as they select the evidence-based initiatives necessary to improve outcomes. For each priority need, it is recommended that users identify one to two critical root causes and include a summary of their reasoning in the "Critical Root Cause" text box.

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 to 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.

Edit Measurable Goal

Example School Plan
School: Example School

A SMART+E goal is used to help guide goal setting. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Timely. Therefore, a SMART goal incorporates all of these criteria to help focus your efforts and increase the chances of achieving your goal.

SMART goals are well-defined, measurable, and clearly address the areas of weakness in student performance specific to subjects, non-academic areas, and/or an identified subpopulations.

* required for completion.

| Measurable Goal* | Test measurable goal |

| Start School Year* | 2022-23 ▼ | End School Year* | 2026-27 ▼ |

| LEA Priority* | Select district priority... ▼ |

| Critical Root Cause | |

Staff*

✎ Create new

Search by last name   Add

Define Metric*

Use the Metric Wizard to guide you through selecting the metric for this measurable goal.

Metric Wizard

Create New Profile

First Name	
Last Name	
Email Address	
Organization	
Role	Select role... ▼
LEA	

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.

Jane Doe
Jane.Doe@email.com

John Doe
John.Doe@email.com

| Doe | ✕ | Add |

Staff*

✏Create new

| Doe | Add |

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.

Staff*

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 that will 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 to the data visualization.
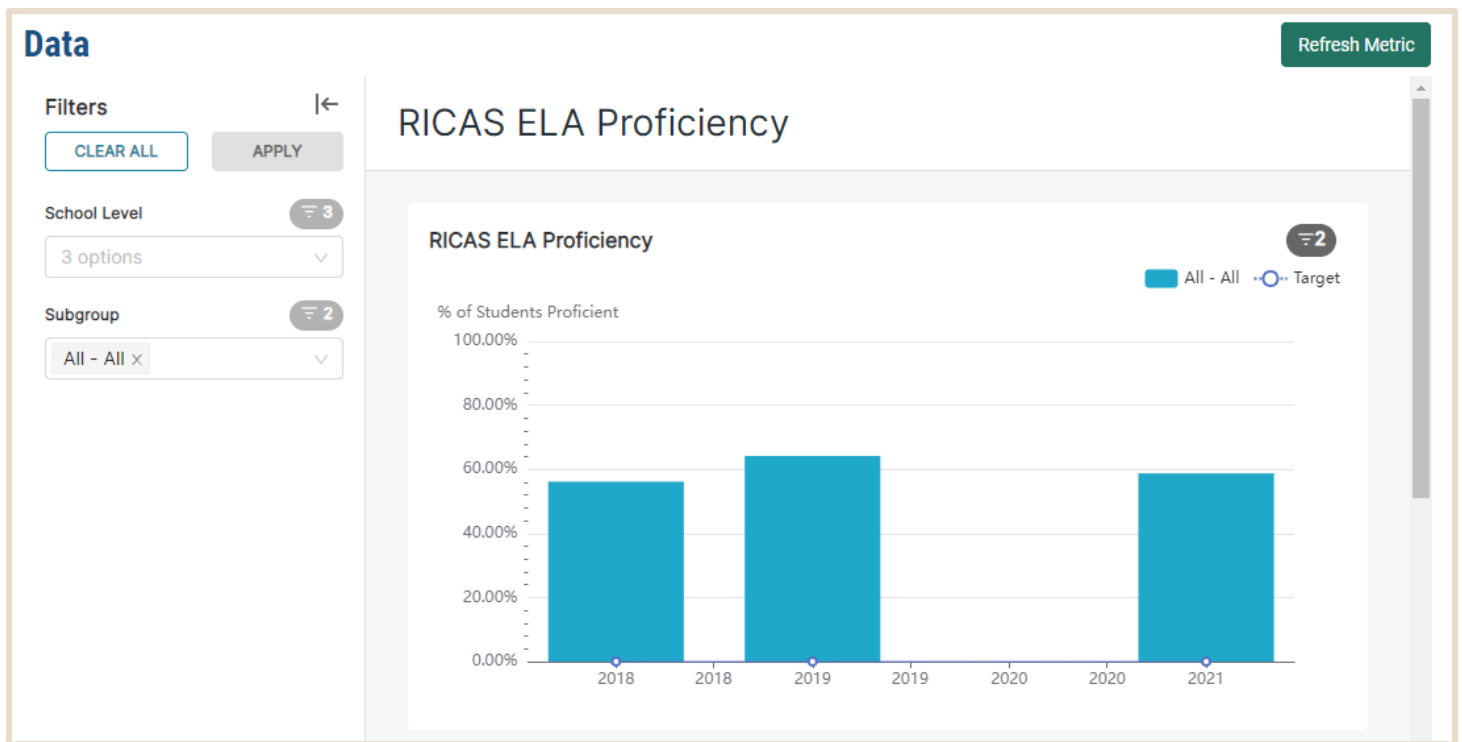
Define the Target*

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 or grade – 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 include grade. "Subgroup" filters include disaggregation options like gender, race, or LEP status.

Data

Refresh Metric

Filters

[CLEAR ALL] [APPLY]

School Level ☰ 3

3 options ⌄

Subgroup ☰ 2

All - All × ⌄

RICAS ELA Proficiency

RICAS ELA Proficiency ☰2

■ All - All ⊙ Target ⊙ Yearly Target

% of Students Proficient
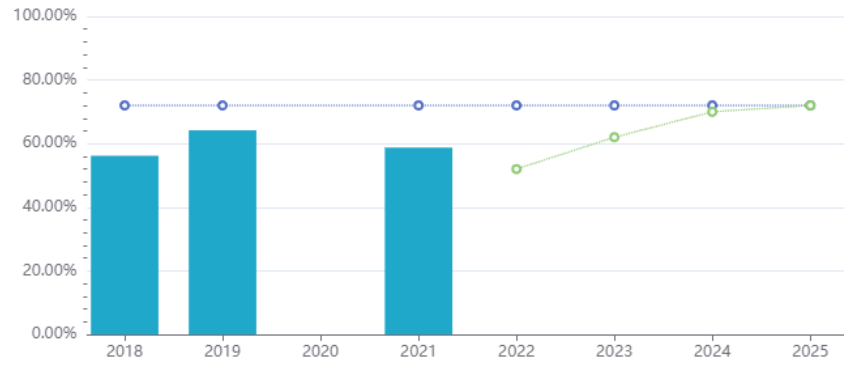
Progress Monitoring Data

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.

New Progress Monitoring Data ✕

Measure Name	
Measure Group	
Measure Date	📅
Measure Value	

Save   Cancel

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.

Rationale*

Name the critical root(s) this initiative intends to address. Describe how this initiative will address critical root causes.

School Measurable Goal*

The "School Measurable Goal" field dropdown is populated by the goals created in the "Add New Measurable Goal" feature. You can save an initiative without a School 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.

Plan Overview

Example School Plan
School: Example School

📄 📄

✓ 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, Mission, and Vision	✓	👁 View	✏ Edit
Theory of Action	✓	👁 View	✏ Edit
Values	✓	👁 View	✏ Edit
Needs Assessment	✓	👁 View	✏ Edit
Priorities			✏ Edit
1. x	⚠	👁 View ✏ Edit	🗑 Delete
2. a	⚠	👁 View ✏ Edit	🗑 Delete

Add New Priority   Add New Measurable Goal   Add New Initiative   Save a Copy

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.

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

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

LEA Priority
The "LEA Priority" field is populated with the priorities from the selected Parent LEA Plan. Depending on the user's selection, the "LEA Measurable Goal" will populate with the appropriate options.

LEA Measurable Goal
Based on the "LEA Priority" selected, the "LEA Measurable Goal" drop down will populate with the measurable goals linked to the selected priority in the Parent LEA Plan. Users can select an applicable "LEA Measurable Goal" from the drop down.

Give Other Schools in the State the Ability to View my Initiative
The user can select if they would like to share their initiatives with other schools in the state by selected "yes" or "no" from the multiple-choice options at the bottom of the "Edit Initiative" screen.

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 fields ("Stakeholder", "Staff", or "Initiative Owner"), navigate to the "Search by last name" field.
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.

Initiative Owner*

The person or people who will be responsible for the initiative's implementation and progress monitoring.

✏ Create new

Search by last name | Add

Create New Profile   ✕

First Name	
Last Name	
Email Address	
Organization	
Role	Select role... ▼
LEA	

Save   Cancel

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.

✏ Create new

doe   ✕

Jane Doe
Jane.Doe@email.com

John Doe
John.Doe@email.com

Initiative Owner*

The person or people who will be responsible for the initiative's implementation and progress monitoring.

✏Create new

doe

Add

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.

Initiative Owner*

The person or people who will be responsible for the initiative's implementation and progress monitoring.

✏Create new

Search by last name

Add

Name	Email	Organization	Role	
Jane Doe	Jane.Doe@email.com	Community Organization	Community Members (at large)	✏ 🗑

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.

Supporting Research and Evidence

An initiative should be backed by one or more research studies that provide evidence of its effectiveness. Guidance on how to select evidence to support your initiative can be found in the Resources section.

Please provide a brief description of the evidence that supports your initiative, and be sure to cite the study. Any citation should include the following details at minimum: Author, A. A., Author, B. B., & Author, C. C. (Year of Publishing). Title of paper. Name of Journal or Reporting Agency. URL.

Description	
Citation	
URL	

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. Users can also indicate whether the funding is ESSER or not, if the ESSER funding option is selected, a drop-down will populate for users to select from. ESSER options include the following (1) Back to School,
(2) Extended Learning, (3) Universal Screening, (4) Student Transition, (5) Digital Divide and (6) Other Priorities.

Budget

It should be noted how the initiative will be funded (if at all). Each line item within the budget should include the associated UCOA account number. UCOA codes can be found within the Resources section.

☑ ESSER

ESSER Funding   Select ESSER Funding...   ▾

Add Funding Source

Funding Source	% of Budget	Allocated Amount	Actual Amount	Year	UCOA Code		
	0%	0	0		null	✏	🗑

Topics*

Currently, up to 13 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.

Topics*

Check the most relevant topic(s) related to your initiative. By tagging the topics below, LEAs will be able to search for similar initiatives and resources. This is to create a collective bank of resources for collaboration across the state.

- ☐ Academic Intervention
- ☐ Attendance
- ☐ Capital Improvements and Infrastructure
- ☐ College, Career, and Life Readiness
- ☐ Community Engagement
- ☐ Computer Science
- ☐ Curriculum and/or Instruction
- ☐ Data and Technology
- ☐ Differently Abled Students (DAS; IEP)
- ☐ Diversity, Equity, and Inclusion
- ☐ Early Childhood
- ☐ English Language Proficiency (ELP)
- ☐ Extended Learning
- ☐ Family Engagement
- ☐ Fine and Performing Arts

- ☐ Graduation
- ☐ Math Proficiency
- ☐ Multilingual Learners (MLL; ELL)
- ☐ Other
- ☐ Professional Development
- ☐ Reading Proficiency
- ☐ Recruitment and Retention
- ☐ School Climate
- ☐ School Safety
- ☐ Science Proficiency
- ☐ Social and Emotional Learning
- ☐ STEM/STEAM
- ☐ Student Engagement
- ☐ Transitions
- ☐ Writing Proficiency

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.

Action Steps*

Action steps are the set of actions that your LEA will take in order to implement the initiative. This can include meetings, trainings, software rollouts, and other important actions that will drive the initiative forward.

Add Initiative Action Step

Action Number	Action Step	To be completed by	Owner	Completed	Notes
There are no action steps defined for this initiative.					

Save   Cancel

New Initiative Action Step

Action Step

To be completed by

Owner

Notes

Completed   ◯ Yes   ◯ No

Save   Cancel

Action Steps*

Action steps are the set of actions that your LEA will take in order to implement the initiative. This can include meetings, trainings, software rollouts, and other important actions that will drive the initiative forward.

Add Initiative Action Step

Action Number	Action Step	To be completed by	Owner	Completed	Notes		
1	Action Step 1	1/27/2023	John Doe	No	Note action step 1.	✏	🗑

Save   Cancel

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.

Unassigned Measurable Goals

The percent of all third grade students on track in reading will increase from 52% in June 2024 to 72% by June 2026, as measured by RICAS   ⚠   ✏ Edit   🗑 Delete

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.

Plan Overview

Example School Plan
School: Example School

✓ 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, Mission, and Vision	✓	👁 View	✏ Edit
Theory of Action	✓	👁 View	✏ Edit
Values	✓	👁 View	✏ Edit
Needs Assessment	✓	👁 View	✏ Edit
Priorities			✏ Edit
1. x	✓	👁 View	✏ Edit 🗑 Delete
GOAL 1: test	✓	👁 View	✏ Edit 🗑 Delete
INITIATIVE 1: Instructional Strategies for Differentiation	✓	👁 View	✏ Edit 🗑 Delete

[Add New Priority]　[Add New Measurable Goal]　[Add New Initiative]　[Save a Copy]

[Submit Plan]

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

Plan Overview

Example School Plan
School: Example School

✓ 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, Mission, and Vision	✓	👁 View	✏ Edit
Theory of Action	✓	👁 View	✏ Edit
Values	✓	👁 View	✏ Edit
Needs Assessment	✓	👁 View	✏ Edit
Priorities			✏ Edit
1. x	✓	👁 View	✏ Edit 🗑 Delete
GOAL 1: test	✓	👁 View	✏ Edit 🗑 Delete
INITIATIVE 1: Instructional Strategies for Differentiation	✓	👁 View	✏ Edit 🗑 Delete

[Add New Priority]　[Add New Measurable Goal]　[Add New Initiative]　[Save a Copy]

[Submit Plan]

Finalize Plan

Example School Plan
School: Example School

Please note, the content and functionality of this page is still in development.

Superintendent Approval	○ Yes	● No
Finalize Plan	○ Yes	● No
Close Plan	○ Yes	● No

Submit Cancel

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.

Plan Overview

LEA
Hometown School 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).

Title, Mission, and Vision	✓	● View	✎ Edit
Theory of Action	✓	● View	✎ Edit
Values	ⓘ	● View	✎ Edit
Needs Assessment	✓	● View	✎ Edit
Priorities			✎ Edit

Helpful Resources

Tech Support / RIDE Helpdesk

RIDE Strategic Plan 2021-2027

Strategic Plan Resources and Examples

Plan Framework

Strategic Plan Resources and Examples

LEA Strategic Planning Resources

School Improvement Planning Resources

Evidence-Based Interventions Guidance

Mission Examples

Vision Examples

Theory Examples

Values Examples

Priority Examples

Measurable Goal Examples

Initiative Examples

Action Steps Examples