Improvement Planning Template
Based on the IMACS order/ progression through the process:

After Successful LOGIN, and selecting Special Education IMACS, you should be able to access the Improvement Plan Screens:

1. Click on the "Improvement Plan" link in the Required Activities section (you can get back to this screen by clicking on the Home link at the top of the screen

NEW SCREEN- *Improvement Plan*
(You can return to this screen by clicking the Improvement Plan link at the top of the screen or clicking the IP Home link on the left of the screen)

2. Click in the Area next to Contact Person to access the screen for entering Contact Information

NEW SCREEN- *Improvement Plan Contact Person*

3. Enter Contact Information, click SAVE or SAVE AND CONTINUE

NEW SCREEN –*Improvement Plan screen* if you clicked SAVE and navigated back to the Main screen

NOTE: Clicking "SAVE" keeps you on the same screen, (it is a good idea to occasionally hit this button to save your work – just in case…) Use the navigation links at the top of the screen or on the left to go to another screen. SAVE AND GO TO NEXT or SAVE AND CONTINUE should take you to the next step.

4. Click EDIT THIS SECTION next to NEEDS ASSESSMENT *from the Main screen*

NEW SCREEN – *Needs Assessment* You also would get to this screen by clicking SAVE AND CONTINUE from the Contact Person screen or clicking the Needs Assessment link on the left of the screen *(we will not continue to give you each of these navigation directions- they will continue to appear at the top of the screen and on the left of the screen)*

5. Enter or copy and paste from WORD the ***summary*** of the needs assessment information gathered – pay attention to the scoring rubric (links provided on screen for easy access) – be sure to describe the methods used to conduct your needs assessment, the data reviewed/ analyzed, and the people involved (stakeholders- all representatives). Click SAVE or SAVE AND GO TO NEXT when finished

NEW SCREEN – *Objectives*

6. Objectives Screen: Click "Add objective" (if revising/ editing – point and click on the objective you wish to revise or edit from the # Measurable results section)

NEW SCREEN – Objective entry screen

7. Click the all boxes that apply regarding reason for writing this objective

8. Enter a measurable (quantifiable) objective into the text box

9. Select by clicking all boxes that apply for which SPP Indicators will be addressed through this objective

10. Click “Add” next to “Benchmarks and Target”

NEW SCREEN – *Benchmarks and Targets*
This screen is for indicating the baseline data used when establishing your objective, indicating what Benchmarks you will use to evaluate progress toward the objective, and to indicate the final target also identified by the objective.

11. Select a school year for the desired Baseline, Benchmark, Target or Trend

12. Select/ indicate if this is a baseline, benchmark, target or trend

13. enter a number (numerals only) for the baseline, benchmark, target or trend

14. click SAVE AND ADD ANOTHER or SAVE AND RETURN
    Enter as many benchmarks as needed to effectively evaluate progress toward the objective

NOTE: The scoring rubric includes identification of benchmarks and a final target, you should enter both of those here, you are also strongly encouraged to enter baseline data, if available.

NEW SCREEN- *You should actually return to the Objective Screen for the current objective*

15. Monitoring of Objectives: Enter a clear description of how you will monitor progress toward accomplishing this objective as well as evaluating that progress, paying attention to the scoring rubric for this item.

16. Click “Add” next to Activities to add the activity(ies) you will implement for this objective

NEW SCREEN – *Activity*

NOTE: You will be entering ONE activity at a time – completing steps #17 to #40 below before you are ‘done’ entering ONE activity.
Additional NOTE: One activity or action step should include submitting required reports to the DESE

17. List one activity you will implement for this objective into the text box- be careful to make sure you are naming the activity, you will have an opportunity to list the action steps later (again, pay attention to the scoring rubric)

18. Identify by Name and Role the person responsible for supervising the implementation of this activity

19. Identify the building(s) in which this activity will be implemented (you can select more than one building by holding down the Ctrl button on your keyboard while you click to select each building.

20. Enter a Rationale for Selection of Activity into the text box provided, briefly but clearly describing how this activity will address the prioritized needs ***and*** root causes identified in your needs assessment (see scoring rubric for Activities)

21. Click "Add" next to Action Steps

NEW SCREEN – *Action Step*

22. Enter the specific action step you will take in order to begin implementing the activity – you will need to enter each step separately

23. Identify a Start Date (end date is optional)

24. Enter the Person Responsible for completing this Action Step

25. Write a brief description of the Action Step in the text box provided (required)

26. Click SAVE AND RETURN to return to the Activity Screen;
or SAVE AND ADD ANOTHER STEP to continue adding Action Steps.

NOTE: The Action Step Scoring Rubric is on the Activity screen instead of on the screen for entering the Action Step; the same is true for Impact Measures (next) and Resources.

NEW SCREEN – *You should return to the Activity Screen for the current Activity*

27. Click "Add" next to Activity-Impact Measures

NEW SCREEN – *Impact Measures*

28. Enter the Impact Measure you will use to determine progress toward the objectives (that the activities implemented will is having the desired effect/ will lead to accomplishing the objective)

29. Enter a Start Date for the Impact Measure (end date is optional)

30. Enter the frequency of data collection for this measure

31. Enter the person responsible for collecting data or overseeing the data collection

32. Enter a brief description of the impact measure, pay attention to the scoring rubric so that you include ALL elements (fidelity, integrity, reliable and valid measures for the activity, etc)

33. Click SAVE AND RETURN to return to the Activity screen; or SAVE AND ADD ANOTHER MEASURE to add another impact measure.

The scoring for the TIMELINE comes from the activity, action steps, impact measures and resources combined. These four should indicate a logical sequence, be realistic, and include data collection elements and reports (see scoring rubric for timeline.

NEW SCREEN – *You should return to the Activity Screen for the current Activity when you click save and return*

34. Click "Add" next to Resources

NEW SCREEN- *Resources*

35. Enter one Resource needed ***or*** available

36. Indicate if this resources is needed or currently available

37. Enter a brief description of this resource

38. Click SAVE AND RETURN to return to the activities screen or SAVE AND ADD ANOTHER RESOURCES to continue adding resources for this activity.

NEW SCREEN – *You should return to the Activity Screen for the current Activity when you click save and return*

39. Enter sustainability as the last piece for *this* activity

40. Click SAVE AND RETURN to return to the objective screen

NEW SCREEN- *You should return to the objective screen*

CONGRATULATIONS! You have now complete ***ONE*** objective with connecting activities! If you have additional Objectives, begin again at step #6 and proceed to step #40, continue this cycle until you have entered all Objectives and connecting Activities required or desired for your Improvement Plan.

Once ALL objectives and activities are entered, you may click the "Print or Submit Improvement Plan" link on the Improvement Plan Main screen.