

### 1. How do I download the targeted improvement plan?

From the review summary page in the Intervention Stage and Activity Manager (ISAM) click the link on the left-hand navigation bar titled, Resources. You may download the resources individually or as a ZIP file. You may also download the targeted improvement plan from the PMI division website at [http://tea.texas.gov/Student\\_Testing\\_and\\_Accountability/Monitoring\\_and\\_Interventions/Program\\_Monitoring\\_and\\_Interventions/2014-2015\\_Accountability\\_Monitoring\\_Intervention\\_Guidance\\_and\\_Resources/](http://tea.texas.gov/Student_Testing_and_Accountability/Monitoring_and_Interventions/Program_Monitoring_and_Interventions/2014-2015_Accountability_Monitoring_Intervention_Guidance_and_Resources/)

### 2. How do I save the targeted improvement plan to my desktop or another location?

Click File on the ribbon at the top right of your Excel window. Choose Save As from the drop down list. A window will pop up that allows you to change the file name and navigate to where you would like the document saved. Remember to save the file as a 97-2003 version of excel by **choosing the version from the drop down menu below the file name box.**

### 3. When I open the plan, a Protected View message appears and asks if I want to enable editing. Should I? Is it safe?

YES, you should select Enable Editing. This will change the file from a Read-Only version to one that will allow you to input information into the workbook.

### 4. Where can I find instructions on how to complete the targeted improvement plan?

The very first tab of the improvement plan provides basic information on how to use the tool. If you need clarification or guidance on a particular question place your cursor over the Help button in the right corner of the cell (circle with a red question mark). This will open a box with information that will assist you in developing a response. If you need further clarification, review the [TAIS Improvement Plan Guidance](#) document or contact the support specialist assigned to your review.

### 5. Will I need to complete all components of the Instructions tab?

YES, the Instructions tab is where you enter information that is specific to your district/campus. For example you will enter the district/campus name, district/campus number, and the name of your PSP and/or DCSI. Information entered on this first tab is carried over to the additional tabs within the workbook so you only need to enter the information once.

**6. If I am an LEA, which tab do I use to complete the Data Analysis?**

A district should complete the District Data Analysis tab.

**7. If I am a campus, which tab do I use to complete the Data Analysis?**

A campus should complete the Campus Data Analysis tab.

**8. Last year there was one Data Analysis tab. Why are there two this year?**

In our continuous effort to support districts and campuses, we would like users to only see questions that pertain to their unique situation. Last year this was done using an extensive amount of conditional formatting and macros. We found that not all users had a version of Excel that was compatible with the enhanced features, which caused a lot of frustration and sometimes errors within the workbook. The most effective way to address the problem was to create a new Excel document with a two Data Analysis tabs. This year the Campus Data Analysis tab contains questions and information specific to campus users. The same is true for the District Data Analysis tab; it contains questions and information that would be relevant to a district user.

**9. If more than one answer choice is applicable to a question, is there a way to select more than one answer?**

Yes, you may place a check mark next to all applicable responses.

**10. How do I expand rows in the targeted improvement plan?**

Double-click on the horizontal line at the bottom of any row number. This will expand the row to fit the data that is written in the row.

### **11. How do I expand columns in the targeted improvement plan?**

Double-click on the vertical line to the right of any column letter. This will expand the column to fit the data that is written the column.

### **12. Can I copy and paste content from one cell to another?**

You can copy and paste information from one cell to another by highlighting the information you wish to copy. Next right-click on your mouse and choose copy from the drop-down menu. Then select the cell you would like to paste the information into, right click, and select Paste Values from the drop-down menu.

### **13. Is spell check available in the targeted improvement plan?**

No, spell check has been removed from this version of the targeted improvement plan.

### **14. How can I print the targeted improvement plan?**

Select File on the ribbon at the top right of your Excel window. Choose Print from the drop down list.

### **15. If I need help using the targeted improvement plan, what should I do?**

Contact the support specialist assigned to your review or a member of the Technical Assistance and Special Projects (TASP) team at [ISAM@tea.state.tx.us](mailto:ISAM@tea.state.tx.us).

### **16. How do I upload and submit the targeted improvement plan?**

Log into ISAM. If you are a district or campus, please select your district or campus submission tab and then find the targeted improvement plan slot. Once you find the slot, click on it. There should be two options: Submit to TEA or View Last Submission. Choose Submit to TEA. This will allow you to

find the file on your computer or external hard drive and then click ok. The targeted improvement plan should be uploaded to ISAM.

### **17. Will you provide the password for the template if I have problems using it?**

Because the workbook has been locked to protect the integrity of the formulas embedded within the cells, the template password will not be shared. If you have problems with the workbook, you may contact the support specialist assigned to your review or a member of the TASP team at [ISAM@tea.state.tx.us](mailto:ISAM@tea.state.tx.us).

### **18. Where can I find explanations of the acronyms listed in the targeted improvement plan?**

A list of acronyms is provided in the last cell of the Instructions tab.

### **19. If I need to identify more than 10 root causes, what should I do?**

Contact the support specialist assigned to your review and speak with them about your needs. S/he will contact a member of the TASP team to request the addition of root causes to your district's/campus' targeted improvement plan.

### **20. What does it mean when I check the attestation statement on the Needs Assessment and Improvement Plan tab?**

By checking the box you attest that an on-site needs assessment has been conducted and recommendations were made by the intervention team as appropriate.

### **21. Who has to complete the Reconstitution tab?**

All campuses who received a state accountability rating of *2<sup>nd</sup> Year Improvement Required*. After a campus has been identified as unacceptable for two consecutive school years, the commissioner shall

order the reconstitution of the campus. For more information about Reconstitution view the [TAIS Reconstitution Planning PowerPoint](#).

**22. How can I update the Reconstitution tab for the other two submissions?**

Download the targeted improvement plan previously submitted to ISAM and save a copy on your computer or desktop. Once you make the necessary revisions, save the file and upload to ISAM on or before the submission due date.

**23. Who has to complete the Corrective Action Plan (CAP) tab?**

If your district or campus has new, current, and/or continuing noncompliance, you must complete a CAP. You must also conduct monitoring to determine the progress of implementation, provide updates to TEA regarding implementation, and submit documents verifying implementation of the corrective actions upon request.

**24. If I am having programmatic questions, who can I call?**

Contact the support specialist assigned to your review by e-mail or by phone at (512) 463-5226.

**25. If I am having trouble uploading my document in ISAM, who can I call?**

Contact the support specialist assigned to your review or a member of the TASP team at [ISAM@tea.state.tx.us](mailto:ISAM@tea.state.tx.us).

**26. If I am having technical assistance problems or have questions, who can I call?**

- Questions related to ISAM access
  - Contact the TASP Team by e-mail at [ISAM@tea.state.tx.us](mailto:ISAM@tea.state.tx.us) or by phone at (512) 463-5226.
- Questions related to ISAM submission due dates and/or documents



## Targeted Improvement Plan FAQ

- Contact the support specialist assigned to your review by e-mail or by phone at (512) 463-5226.
- Questions/Feedback related to TEASE/TEAL
  - If you are having an issue accessing your account, please go to the following link and click "Submit a Request" <https://txeduagency.zendesk.com>.