ASCEND TX CAP PROCESS

November 2021
Accessing the CAP

To access your Corrective Action Plan (CAP), click on Support Plans on the left navigation menu.

From the Support Plan page, you can Filter By LEA Region using the drop-down menu.

Select your LEA from the list by clicking on the hyperlinked LEA name.

You will then be taken to the LEA’s Support Plan page. Here you will see any initiated CAPs along with the date of initiation. CAPs may be initiated with the new desk review feature, however, an LEA is responsible for developing the CAP.¹

¹ A desk review conducted by TEA will identify CAP priority areas to be addressed based on a cyclical or targeted review.
Completing the CAP

Clicking on the Corrective Action Plan - mm/dd/yyyy hyperlink at the top of the [LEA] Support Plans page will take you to the LEA’s page and allow you to work through the steps of the CAP process. Hyperlinks in the right navigation menu will take you to data entry pages for each step in the CAP process.

Upload CAP Documents

Clicking on Upload CAP Documents from the right navigation menu will allow you to upload any additional documents relevant to the CAP process. To upload documents, click on the CAP Documents from LEA heading to open up the section and access the Upload More CAP Documents button.

Clicking the Upload More CAP Documents button will pop up a modal with a button to Add CAP Documents.
Clicking on the button will result in a pop-up allowing you to choose documents from your computer. Once you have chosen your document(s), you will see the document(s) appear along with a button to Upload CAP Documents. If you chose a document by mistake, you can click the red x next to the document name to remove it from the upload list.

Once you have added all of the documents you wish to include, click the Upload CAP Documents button, and you will get a message stating they have been successfully uploaded.

Select Priority Areas

From the Priority Areas overview, you will see Instructions, CAP Documents from LEA, and Select 2-4 Priority Areas.

NOTE: Priority Areas must be selected before any other steps in the CAP process can be completed.

If any CAP documents have been uploaded for the LEA, they will appear under the CAP Documents from LEA section of the page along with the date documents were uploaded.
When you click the heading to **Select 2-4 Priority Areas**, you will see **SPP Priority Area Topics** with three buttons underneath: **SPP Indicator 13: Transition**, **SPP Indicator 12: Timely C to B Transition**, and **SPP Indicator 11: Timely Evaluation**.

To select an area as a priority, click on the button, and it will turn green.

Priorities chosen will then display on the LEA's **Support Plan** overview page as well as all other pages in the CAP process, and you can then begin entering information into the remaining parts of the plan.

**Develop a Problem Statement**

Priority areas previously selected will automatically appear as headers on the **Problem Statements** page of Ascend.
To define the problem to be addressed, click on the heading for the priority area you are working on. This will open up an open text box that will allow for formatting of any entered text using the toolbar at the top of the box.

In addition to providing a statement, you will need to select the urgency using the buttons below the text box; options are Critical, High, Medium, and Low.

When an urgency level is determined, it will turn white when clicked.

When all information is entered, save it by clicking the Submit Problem Statement button; the Submit Problem Statement button will need to be clicked for each priority area individually.

You can navigate to other sections of the CAP by clicking on the Previous or Next buttons at the bottom of the page or by clicking on the specific topic on the right navigation menu.
Root Cause Analysis

Priority areas previously selected will automatically appear as headers on the Root Cause Analysis page of Ascend.

To begin documenting the Root Cause Analysis, click on the heading for the priority area you are working on to access the Begin Guided Questions Exercise button.
Clicking the button will open a new page for you to complete. The page has Instructions, Questions, and a text box for a brief statement.

**Instructions - Student Outcomes: State Assessment**

**Questions**

**Guiding Questions**
- Which cause(s) impact multiple priority areas?
- Which cause(s) does the LEA have the ability to address?
- Which causes will have the greatest impact on the problem statement?

**Brief Statement:**

Clicking on the Questions heading will open up a series of questions for you to answer regarding the topics from the Priority Areas list. Every question has an associated text box that will allow you to format your response using the embedded toolbar.

**This is a question under Family Engagement, Evaluation?**

Enter a rationale for selecting Not Applicable.

**Response:**

Once all information has been entered, clicking the Submit button at the bottom of the page will save the information, and clicking Back will take you to the Root Cause Analysis overview page so you can then enter information for any other priority areas.

You can navigate to other sections of the CAP by clicking on the Previous or Next buttons at the bottom of the page or by clicking on the specific topic on the right navigation menu.
Annual Goals

Priority areas previously selected will automatically appear as headers on the Annual Goals page of Ascend.

Support Plan | Annual Goals
AVERY ISD (194902)  Return to Support Plans

Instructions

Student Outcomes : State Assessment

State Performance Plan : SPP Indicator 13: Transition

Clicking on a priority area will bring up a text box that allows you to type and format an annual goal for the area selected. Instructions in the text box state the goal needs to be specific, measurable, and achievable.

Enter Your Annual Goal

Based on your root cause analysis and your source(s) of data available below, create an annual goal for this priority area.

Enter your annual goal for this priority area that is specific, can be measured, and is achievable.

Once the goal has been recorded, save it by clicking on the Save Annual Goal button.

You can navigate to other sections of the CAP by clicking on the Previous or Next buttons at the bottom of the page or by clicking on the specific topic on the right navigation menu.
Strategies for Implementation

Priority areas previously selected will automatically appear as headers on the Strategies for Implementation page of Ascend.

Clicking on the priority area heading will open up the section and allow you to type strategies for implementation into the provided text box; text can be formatted using the toolbar at the top of the box. Once strategies are recorded, click on the Save Strategies button at the bottom of the section.

Strategies for all priority areas will need to be entered and saved individually.

You can navigate to other sections of the CAP by clicking on the Previous or Next buttons at the bottom of the page or by clicking on the specific topic on the right navigation menu.
Implementation Activities

Priority areas previously selected will automatically appear as headers on the Implementation Activities page of Ascend along with the number of activities completed. The first time landing on the page, each priority will show **0 of 0 Activities Completed**.

To create implementation activities, click on the priority area heading, and you will see a button to **Create New Implementation Activity**.
Clicking on the button will open up a new section on the page with fields to Select Citation, record How Noncompliance was Found, provide the Specifically Statement, record the Notification Date, and choose the Required Corrective Action.

<table>
<thead>
<tr>
<th>Enter a New Implementation Activity</th>
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</thead>
<tbody>
<tr>
<td><strong>Select Citation</strong></td>
</tr>
<tr>
<td><strong>How Noncompliance was Found</strong></td>
</tr>
<tr>
<td><strong>Specifically Statement</strong></td>
</tr>
<tr>
<td><strong>Notification Date</strong></td>
</tr>
<tr>
<td><strong>Required Corrective Action</strong></td>
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</tbody>
</table>

*Enter your activity description.*
Additionally, you will need to provide an Activity Title, select a Strategic Support Category, describe the activity, and choose the Timeline for Completion.

NOTE: The Timeline for Completion date cannot extend beyond one year.

Once all implementation activity information has been entered, you can save by clicking on the Save Activity button at the bottom of the section.

After saving an implementation activity, you will see a new hyperlink at the bottom of the section along with a Status button.
The *Status* button will tell you the current status of the CAP; only TEA users can update the CAP’s status. The hyperlink will open up a new section with options to *Edit Activity*, *Delete Activity*, and *Add Personnel*.

**Description:**
state assessment activity description

<table>
<thead>
<tr>
<th>Implementation Personnel</th>
<th>Supervision of Implementation Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶️ No personnel entered.</td>
<td>▶️ No personnel entered.</td>
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</table>

[Edit Activity] [Delete Activity] [Add Personnel]

Clicking *Edit Activity* will populate the fields at the top of the section with the saved information and allow you to make edits. Clicking *Delete Activity* will pop up a modal asking if you are sure you want to remove the activity, and clicking *Yes, Delete Implementation Activity* will remove the activity from the system.

To add implementation personnel to the activity, click the *Add Personnel* button. This will open up new fields to complete including text fields for entering the individual’s *First Name*, *Last Name*, and *Email Address*. Additionally, there is a drop-down that will allow you to record what the individual is *Responsible for*; options are either *Implementation* or *Supervision*.

**Assign Personnel to this Activity**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Responsible for</th>
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[Save Person] [Cancel]

Clicking *Save Person* will populate the corresponding field (*Implementation Personnel* or *Supervision of Implementation Personnel*) of the activity and clear the *Assign Personnel to these Activity* fields.

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<tr>
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<tbody>
<tr>
<td>× Bob Cratchit</td>
<td>✓ Ebenezer Scrooge</td>
</tr>
<tr>
<td><a href="mailto:bob@p.com">bob@p.com</a></td>
<td><a href="mailto:eg@p.com">eg@p.com</a></td>
</tr>
</tbody>
</table>
If you need to create more than one implementation activity, fill out the **Enter a New Implementation Activity** field again with the new activity information, and click **Save Activity** after each new entry.

Once all information has been entered, the number of activities created will be reflected in the priority area headings.

### Summary Report

Priority areas previously selected will automatically appear as headers on the **Summary Report** page of Ascend along with any CAP Documents from the LEA (if CAP documents were previously uploaded).

If you have CAP documents, clicking on the **CAP Documents from LEA** heading will show you what documents were previously uploaded and allow you to upload additional documents by clicking on the **Upload More CAP Documents** button.
To see the **Implementation Activities** created during the CAP process, click on the heading for the priority area you wish to view. You will be able to see details about the activity and the current status of the CAP.

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<th><strong>Student Outcomes : State Assessment</strong></th>
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<tr>
<td><strong>Implementation Activities</strong></td>
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<tr>
<td>state assessment activity</td>
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Citation: State Assessment: Accommodations  
How Noncompliance was Found: Categorical Monitoring

*** Status: Open