

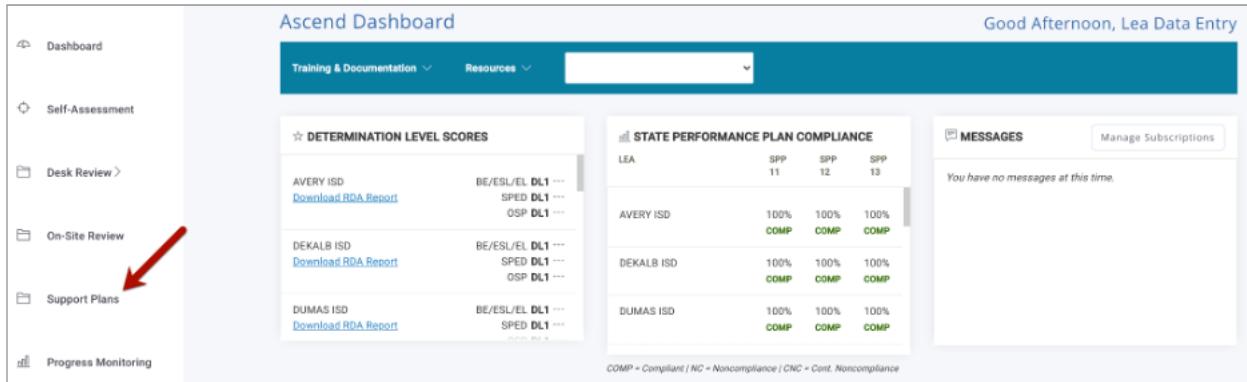
ASCEND TX CAP PROCESS

November 2021



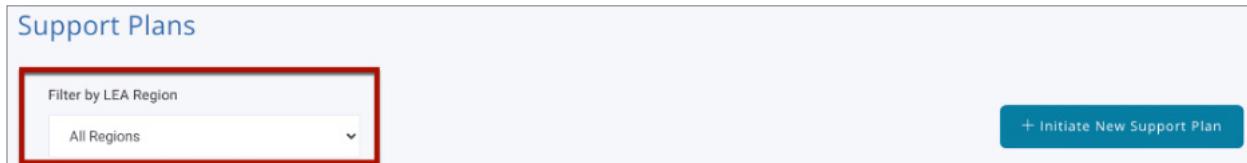
Accessing the CAP

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



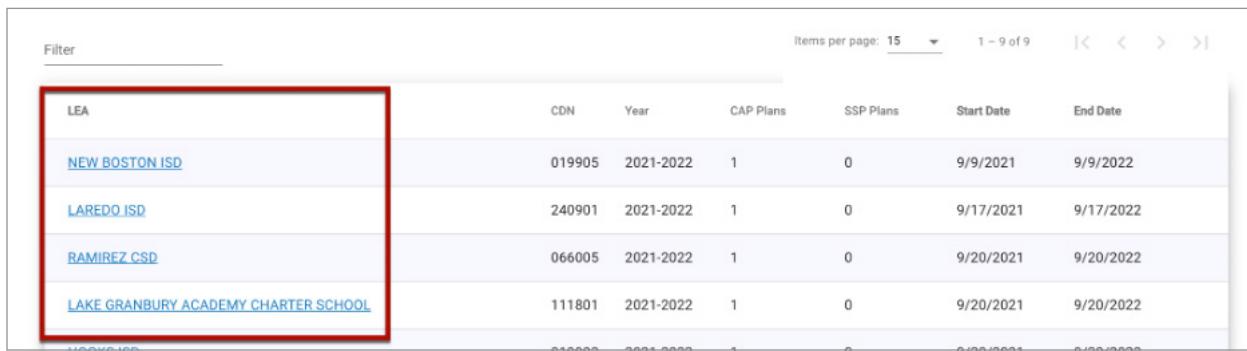
The screenshot shows the Ascend Dashboard interface. On the left, there is a vertical navigation menu with the following items: Dashboard, Self-Assessment, Desk Review >, On-Site Review, Support Plans (which has a red arrow pointing to it), and Progress Monitoring. The main content area contains three sections: DETERMINATION LEVEL SCORES, STATE PERFORMANCE PLAN COMPLIANCE, and MESSAGES. The MESSAGES section indicates 'You have no messages at this time.'

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



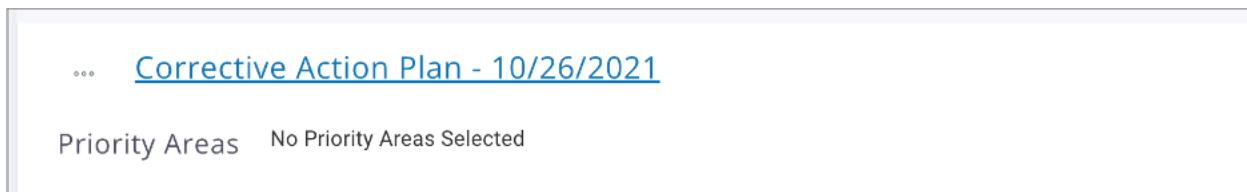
The screenshot shows the 'Support Plans' page. At the top, there is a 'Filter by LEA Region' dropdown menu with 'All Regions' selected. To the right of the dropdown is a blue button labeled '+ Initiate New Support Plan'. The background shows a list of support plans.

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



LEA	CDN	Year	CAP Plans	SSP Plans	Start Date	End Date
NEW BOSTON ISD	019905	2021-2022	1	0	9/9/2021	9/9/2022
LAREDO ISD	240901	2021-2022	1	0	9/17/2021	9/17/2022
RAMIREZ CSD	066005	2021-2022	1	0	9/20/2021	9/20/2022
LAKE GRANBURY ACADEMY CHARTER SCHOOL	111801	2021-2022	1	0	9/20/2021	9/20/2022

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



The screenshot shows the 'Corrective Action Plan - 10/26/2021' page for the NEW BOSTON ISD. It displays the following information:

- Priority Areas: No Priority Areas Selected

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.

Support Plan | Summary Report (CAP)
LEARY ISD (019914) [Return to LEA's Support Plans](#)

Print this screen [Submit Corrective Action Plan](#)

CAP Documents from LEA

No Priority Areas Available

Corrective Action Plan

- [Upload CAP Documents](#)
- [Select Priority Areas](#)
- [Develop a Problem Statement](#)
- [Root Cause Analysis](#)
- [Annual Goals](#)
- [Strategies for Implementation](#)
- [Implementation Activities](#)
- [Summary Report](#)

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.

CAP Documents from LEA

↑ Upload More CAP Documents

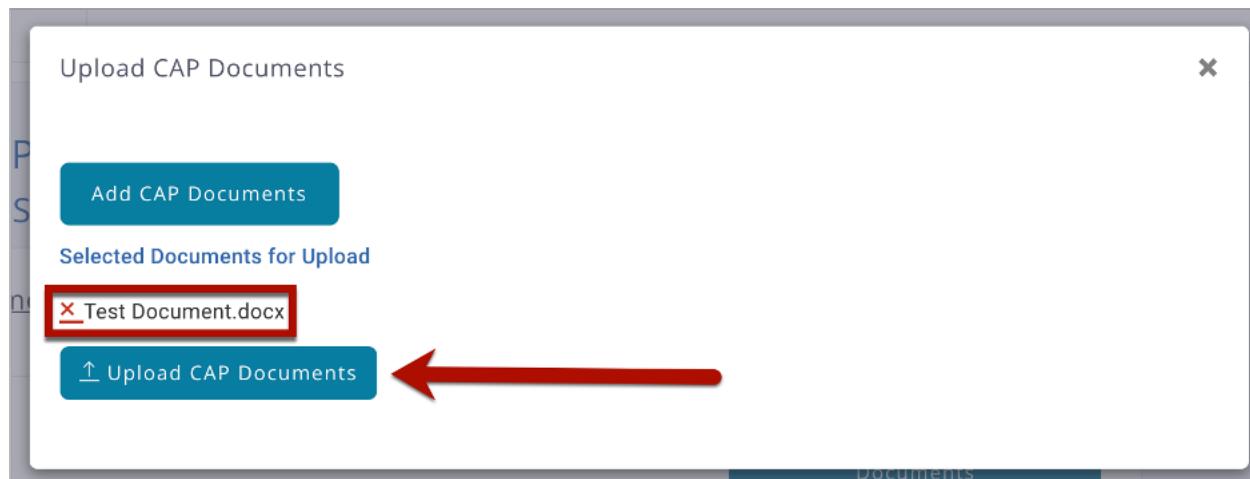
Clicking the *Upload More CAP Documents* button will pop up a modal with a button to *Add CAP Documents*.

Upload CAP Documents

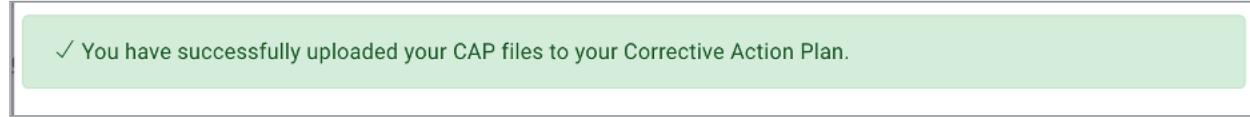
Add CAP Documents



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.



✓ You have successfully uploaded your CAP files to your Corrective Action Plan.

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.

The screenshot shows a section titled "CAP Documents from LEA". Below it is a table with one row. The row contains a small red X icon followed by the text "Test Document.docx OCT 27, 2021".



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*.

[Select 2-4 Priority Areas Based on the Data Reviewed in Step 1](#)

SPP Priority Area Topics

SPP Indicator 13: Transition SPP Indicator 12: Timely C to B Transition SPP Indicator 11: Timely Evaluation

SPP Indicator 13: Transition SPP Indicator 12: Timely C to B Transition SPP Indicator 11: Timely Evaluation

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

SPP Priority Area Topics

SPP Indicator 13: Transition SPP Indicator 12: Timely C to B Transition SPP Indicator 11: Timely Evaluation

SPP Indicator 13: Transition SPP Indicator 12: Timely C to B Transition SPP Indicator 11: Timely Evaluation

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.

[Support Plan | Problem Statements](#) 

AVERY ISD (194902) [Return to Support Plans](#)

Instructions

Student Outcomes : State Assessment  Corrective Action

State Performance Plan : SPP Indicator 13: Transition  Corrective Action



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.

Define the problem to be addressed within the area of Student Outcomes: State Assessment.

B I U 

Enter your problem statement here.

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*.

Select the Level of Urgency:

Critical High Medium Low

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

Select the Level of Urgency:

Critical High Medium Low



Submit Problem Statement

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.

Support Plan | Root Cause Analysis

AVERY ISD (194902) [Return to Support Plans](#)



Instructions

Student Outcomes : State Assessment  **Corrective Action**

State Performance Plan : SPP Indicator 13: Transition  **Corrective Action**

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.

State Performance Plan : SPP Indicator 12: Timely C to B Transition  **Corrective Action**

Problem Statement
Timely C to B transition problem statement

Root Cause Statement
 No content entered.

Begin Guided Questions Exercise



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:

B I U ≡ ≡

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.

B I U ≡ ≡

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 [Corrective Action](#)

State Performance Plan : SPP Indicator 13: Transition [Corrective Action](#)

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.

B I U

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

Save Annual Goal

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.

Support Plan | Strategies for Implementation

AVERY ISD (194902) [Return to Support Plans](#)

Instructions

Student Outcomes : State Assessment  **Corrective Action**

State Performance Plan : SPP Indicator 13: Transition  **Corrective Action**

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.

Outline your Strategies for Implementation

B I U 

Enter strategies here.

 **Save Strategies**

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**.

Support Plan | Implementation Activities

AVERY ISD (194902) [Return to Support Plans](#)

[Instructions](#)

Student Outcomes : State Assessment

0 OF 0 ACTIVITIES COMPLETED

[Corrective Action](#)

State Performance Plan : SPP Indicator 13: Transition

0 OF 0 ACTIVITIES COMPLETED

[Corrective Action](#)

To create implementation activities, click on the priority area heading, and you will see a button to *Create New Implementation Activity*.

Student Outcomes : State Assessment

0 OF 0 ACTIVITIES COMPLETED

[Corrective Action](#)

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**.

Enter a New Implementation Activity

Select Citation	How Noncompliance was Found
<input type="text"/>	<input type="text"/>
Specifically Statement	
B I U ≡ ≡	
<i>Enter your activity description.</i>	
Notification Date	Required Corrective Action
<input type="button"/> Pick your date	<input type="text"/>



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

Activity Title
Please enter a title for this activity.
Strategic Support Category

Activity Description
B I U  
Enter your activity description.
Timeline for Completion
 12/31/1901
 Timeline for this activity cannot extend beyond 1 year from today.

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.

<u>state assessment activity</u>

Save Activity Cancel
 ... Status: Open



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	
Implementation Personnel ⚠ No personnel entered.	Supervision of Implementation Personnel ⚠ No personnel entered.
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			
First Name	Last Name	Email Address	Responsible for...
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.

Implementation Personnel ✖ Bob Cratchit bc@g.com	Supervision of Implementation Personnel ✖ Ebenezer Scrooge es@g.com
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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.

Student Outcomes : State Assessment
0 OF 1 ACTIVITY COMPLETED [Corrective Action](#)

State Performance Plan : SPP Indicator 13: Transition
0 OF 1 ACTIVITY COMPLETED [Corrective Action](#)

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).

Support Plan | Summary Report

AVERY ISD (194902) [Return to LEA's Support Plans](#)

[Print this screen](#)

[CAP Documents from LEA](#)

[Student Outcomes : State Assessment](#) [Corrective Action](#)

[State Performance Plan : SPP Indicator 13: Transition](#) [Corrective Action](#)

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.

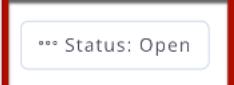
[CAP Documents from LEA](#)

[Test Document.docx](#) OCT 27, 2021

[Upload More CAP Documents](#)



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.

<u>Student Outcomes : State Assessment</u>	Corrective Action
<u>Implementation Activities</u>	
state assessment activity	 *** Status: Open
Citation: State Assessment: Accommodations	How Noncompliance was Found: Cyclical Monitoring

