

Perkins IV Local
Accountability System
Instructions

Log in

<https://app1.fldoe.org/workforce/perkinsData/login.aspx>

The screenshot shows a web browser window titled "Perkins IV Local Agreed Upon Performance Levels - Windows Internet Explorer". The address bar displays the URL <https://app1.fldoe.org/workforce/perkinsData/login.aspx>. The page header features the Florida Department of Education logo and the text "Florida Department of EDUCATION". The main content area is titled "Perkins IV Local Agreed Upon Performance Levels" and contains a "Log In" form. The form has two input fields: "User Name:" and "Password:", followed by a "Log In" button. A blue arrow points to the "Log In" button. The footer contains navigation links such as "DOE Home", "Commissioner", "Board of Education", "Contact Us", "DOE Paperless", "Open Government", and "Site Index". It also includes contact information for the Commissioner and Webmaster, and a disclaimer about public records.

The user name and password were included in the original memo or can be obtained by contacting **Susan Arvin** (850) 245-9979 or susan.arvin@fldoe.org

Step 1- Welcome Screen

The screenshot shows a web browser window with the URL <http://apptest.fl DOE.org/workforce/perkinsData2012/perkinsInformation.aspx>. The page header features the Florida Department of Education logo and the text "Florida Department of EDUCATION". Below the header, the user is logged in as "COLUMBIA" and can access a "Main Menu" or "Log Out". The main heading is "Perkins IV Local Agreed Upon Performance Levels".

Welcome to the Perkins IV (2008-2014) Local Performance Accountability System

Overview

- Section 113 of the Perkins Act establishes and supports a state and local performance accountability system designed to assess the effectiveness of state and local funding recipients in achieving progress in CTE.
- This system has been developed as a "one stop shop" and companion to the Perkins IV local application. Local recipients can review local performance data for previous years in relation to state targets, accept state targets as local targets, and complete a local program improvement plan if necessary.
- Program improvement plans should be submitted to your FLDOE Grant manager. This can be done in conjunction with or separate from submission of your 2013-2014 RFA.

Continuous Improvement Provision


- State and local recipients of Perkins IV funds are expected to continually make progress toward improving the Section 113(b)(2)(A).
- Please be advised that performance indicator data displayed in the system's subsequent pages are derived from the data for program year 2011-2012 on career and technical education students via the FLDOE statewide management system.
- Secondary and postsecondary RFA's require local recipients to briefly describe how the Career and Technical Education program will meet the 2013-2014 Locally Agreed Upon Performance Levels established under Section 113(b)(2)(A).
- This system will prompt you to respond to this required section of the RFA for each performance indicator. It is an advance of logging-in. The system will prompt you to complete a program improvement plan if required.
- Refer to Pages 24-34 of the [2013-2014 Perkins IV Implementation Guide](#) for Perkins IV accountability information and page 31 for local program improvement plan information.
- If you choose to negotiate a performance target, you will need to contact your Grants Manager.

[Continue](#) ←

At the bottom of the page, there are links for "DOE Home", "Commissioner", "Board of Education", "Contact Us", "DOE Paperless", "Open Government", and "Site Index". A footer note provides contact information: "For questions & comments regarding education issues: Commissioner@fldoe.org | For questions & comments regarding this Web site: E-mail Webmaster".

The first time you log into the web tool you will see the welcome screen. Select Continue at the bottom of the screen to begin the process of accepting your local targets.

Step 2 Main Menu

 Florida Department of **EDUCATION**

Florida Department of Education

You are logged in as [Log Out](#) ▶▶

Perkins IV Local Agreed Upon Performance Levels

Main Menu

Click on link below to view/edit performance indicators.

Secondary
[View Secondary 2011-2012 Performance Data](#)
[Accept/Negotiate/Edit Individual Secondary Performance Indicators](#)

Postsecondary Certificate
[View Postsecondary Certificate 2011-2012 Performance Data and 2013-2014 Recommended Target](#)
[Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators](#)

The first time you log onto the site use these links to view agency indicators.

Step 2 Main menu

The screenshot shows the Florida Department of Education website interface. At the top, the logo and name 'Florida Department of EDUCATION' are displayed. Below this, a navigation bar contains 'Florida Department of Education', 'You are logged in as', and a 'Log Out' link with a double arrow icon. The main heading is 'Perkins IV Local Agreed Upon Performance Levels'. A 'Main Menu' section is highlighted with a black border, containing the instruction 'Click on link below to view/edit performance indicators.' and two menu items: 'Secondary' and 'Postsecondary Certificate'. Each item has a 'View' link followed by a purple link for performance data and a blue link for editing indicators. Two blue arrows point from a red callout box to the blue 'edit' links.

Florida Department of EDUCATION

Florida Department of Education

You are logged in as [Log Out](#) ▶▶

Perkins IV Local Agreed Upon Performance Levels

Main Menu

Click on link below to view/edit performance indicators.

Secondary
View [Secondary 2011-2012 Performance Data and 2013-2014 Recommended Target](#)
[Accept/Negotiate/Edit Individual Secondary Performance Indicators](#)

Postsecondary Certificate
View [Postsecondary Certificate 2011-2012 Performance Data and 2013-2014 Recommended Target](#)
[Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators](#)

Every time after your initial login, use these links to **edit** agency indicators.

Step 3 Main Indicators Page

Return to the Main Menu to start the process of accepting or negotiating your local 2013-14 Targets.

Indicates Level

◀◀ [Main Menu](#)

You are logged in as

[Log Out](#) ▶▶

Postsecondary Certificate Performance Indicators

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12. (<https://app1.fl DOE.org/workforce/perkinsSee>)

1	2	3	4	5	6
Postsecondary Certificate Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FLDOE Recommended 2013-2014 Local Target
1A1 Technical Skills	94.30%	91.44%	No	82.50%	94.80%
2A1 Completion	59.84%	58.00%	No	58.75%	60.34%
3A1 Retention or Transfer	55.22%	59.00%	No	58.08%	58.08%
4A1 Placement	72.12%	84.55%	Yes	70.10%	70.43%
5A1 Non-traditional enrollment	11.38%	12.00%	No	12.31%	12.31%
5A2 Non-traditional completion	51.03%	48.43%	No	17.50%	51.53%

For measures with a “Yes”, agencies will be asked to complete a Program Improvement Plan (PIP) when accepting or negotiating those measures. (See the next slide for an explanation of each column)

2013-2014 - Local Targets

Agencies may choose to ACCEPT the recommended proposed postsecondary certificate 2013-2014 local targets pre-populated in column 6 (above) for each of the performance indicators, or may choose to NEGOTIATE each performance indicator individually.

NOTE: Agencies proposing negotiation may incur a delay of award notification

To start the process of Accepting or Negotiating the Postsecondary Certificate 2013-2014 Local Target Recommendations as your 2013-2014 Locally Agreed Upon Performance Levels use the Main menu link at the top of the page. You must contact your FLDOE Grant Manager if you choose to negotiate your performance targets.

Step 3 Main Indicators Page

◀◀ [Main Menu](#) You are logged in as [Log Out](#)

Postsecondary Certificate Performance Indicators

Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12. (<https://>)

1	2	3	4	5	6
Postsecondary Certificate Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FLDOE Recommended 2013-2014 Local Target
1A1 Technical Skills	94.30%	91.44%	No	82.50%	94.80%
2A1 Completion	59.84%	58.00%	No	58.75%	60.34%
3A1 Retention or Transfer	55.22%	59.00%	No	56.06%	56.06%
4A1 Placement	72.12%	84.55%	Yes	76.43%	76.43%
5A1 Non-traditional enrollment	11.38%	12.00%	No	12.31%	12.31%
5A2 Non-traditional completion	51.03%	46.43%	No	17.50%	51.53%

The indicators table is comprised of the following columns:

- (1) List of all performance indicators
- (2) Identifies your agency's 2011-12 local level performance data per indicator
- (3) Identifies your agency's 2011-12 local agreed upon target per indicator
- (4) Identifies if your agency is required to complete a Program Improvement Plan (PIP) for that indicator. Agencies whose 2011-12 local performance was not within 90% of their 2011-12 local target are required to complete a PIP.
- (5) Identifies the State target for 2013-14
- (6) Identifies the 2013-14 recommended local target. This is calculated based on your 2011-12 performance compared with the 2013-14 state target. Please see the [Implementation Guide \(Section VII\)](#) for more information.

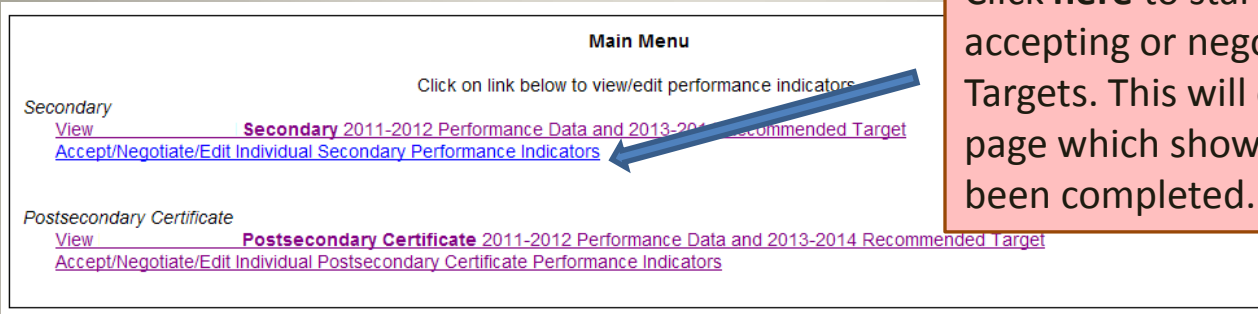
Step 4 Starting the Acceptance/Negotiation of Local Targets

Main Menu

Click on link below to view/edit performance indicators


Secondary
[View Secondary 2011-2012 Performance Data and 2013-2014 Recommended Target](#)
[Accept/Negotiate/Edit Individual Secondary Performance Indicators](#)

Postsecondary Certificate
[View Postsecondary Certificate 2011-2012 Performance Data and 2013-2014 Recommended Target](#)
[Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators](#)



Click **here** to start the process of accepting or negotiating your 2013-14 Targets. This will open the indicator edit page which shows which targets have been completed.

The indicator edit page shows which targets have been completed. Click on the individual measure to accept/negotiate or edit. As you accept or negotiate individual measures, the edit page will flag items that still need to be completed.



You are logged in as [Log Out](#) ▶▶

Secondary Performance Indicators Summary Page

For negotiate the recommended 2013-2014 local target, complete a program improvement plan if required, and provide a narrative in the accountability section of the RFA. If requesting a negotiation, the narrative will be completed once negotiated target has been

1S1 Academic Attainment- Reading	incomplete
1S2 Academic Attainment - Math	incomplete
2S1 Secondary Technical Skills	incomplete
3S1 Secondary School Completion	incomplete
4S1 Student Graduation Rate	incomplete
5S1 Secondary Placement	incomplete
6S1 Non-traditional enrollment	incomplete
6S2 Non-traditional completion	incomplete

Step 5 Individual Measure- Narrative Page- Accept or Negotiate

◀◀ [Main Menu](#)

You are logged in as

[Log Out](#) ▶▶

For the individual measure, indicate if the recommended local target for 2013-14 (column 6) will be accepted or negotiated.

4S1 Student Graduation Rate

Accept Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12. (<https://app1.fldoe.org/workforce/perkinsSearch/DataTool.aspx>)

1	2	3	4	5	6
Secondary Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FLDOE Recommended 2013-2014 Local Targets
4S1 Student Graduation Rate	84.07%	91.77%	No	78.50%	84.57%

Step 5 Individual Measure- Narrative Page- Accept, no PIP Required

◀◀ [Main Menu](#) You are logged in as [Log Out](#) ▶▶

Secondary Performance Indicators Summary Page

4S1 Student Graduation Rate

Accept Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 (<https://app1.fl DOE.org/workforce/perkinsSearch/DataTool.aspx>)

1	2	3	4	5	6
Secondary Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FLDOE Recommended 2013-2014 Local Targets
4S1 Student Graduation Rate	84.07%	91.77%	No	78.50%	84.57%

Agency will **ACCEPT** the FLDOE recommended 2013-2014 local target as the final locally agreed upon performance level (LAUPL). In order to local application requirements, briefly describe the career and technical education activities that will be delivered to meet the 2013-2014 locally upon performance level for this performance indicator. (Section 113; Section 134(b)(2))

Narrative is required in order to fulfill the local application. (max 5000 characters or approximately 1000 words)

If you select **Accept** and do not need to complete a PIP the following message will appear under the indicator area. Please complete the required narrative statement and use the **Save** button at the bottom of the measure. *If you time out of the system, or do not use the **Save** button, any information entered will be deleted.*

Reminder!!!

In order to **Save**, all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft narrative in each field and **save** the measure before logging out of the system. Don't forget to return using the edit indicator button on the main page, and complete your narrative before closing the system.

The system will automatically log out after **45 minutes** of inactivity.

Step 5 Individual Measure- Narrative Page- Negotiate, no PIP Required

◀◀ [Main Menu](#) You are logged in as [Log Out](#) ▶▶

Secondary Performance Indicators Summary Page

4S1 Student Graduation Rate

Accept Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 (<https://app1.fl DOE.org/workforce/perkinsSearch/DataTool.aspx>)

1	2	3	4	5	6
Secondary Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FLDOE Recommended 2013-2014 Local Targets
4S1 Student Graduation Rate	84.07%	91.77%	No	78.50%	84.57%

Please contact your grants administration program manager to request negotiation of this target. Agencies proposing negotiation may incur a delay of award notification.

If you select **Negotiate** and do not need to complete a PIP the following message will appear under the indicator area. If you wish to continue with negotiation, use the **Save** button at the bottom of the measure and contact your agency's Grants Manager.

Step 5 Ind. Measure- Narrative Page- PIP Required

441 Placement

Accept Negotiate

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12. (<https://app1.fldoe.org/workforce/perkinsSearch/DataTool.aspx>)

1	2	3	4	5	6
Postsecondary Certificate Performance Indicators	2011-2012 Actual Local Performance	2011-2012 Local Target	Local Program Improvement Plan Required	2013-2014 State Targets	FDOE Recommended 2013-2014 Local Targets
441 Placement	72.12%	84.55%	Yes	76.42%	76.42%

The following measure needs to be addressed in your local improvement plan.

A. Please provide any information or data that may explain why the agency did not meet the 90 percent performance level for this indicator. (max 5000 characters or approximately 714 words)

B. Clearly describe the agency's goal(s) for improving performance on this measure, the specific actions to be taken to meet the goal(s), and how the agency will measure whether the goal(s) have been met. (max 5000 characters or approximately 714 words)

C. Provide name of the lead contact for the action items identified in item B. (max 5000 characters or approximately 714 words)

D. Project a date of completion for the action items identified in item B.

E. Describe how this local program improvement plan was developed in consultation with appropriate agencies, individuals, and organizations. (Perkins IV, Section 113(b)(3)). (max 5000 characters or approximately 714 words)

F. Describe any disparities or gaps in the performance of different categories of students using the data provided by the Division of Career and Adult Education and how those gaps will be addressed. (Perkins IV, Section 113(b)(3)). (max 5000 characters or approximately 714 words)

G. Describe how budget allocations will be utilized to support the improvement goals and identify the funding source(s). (max 5000 characters or approximately 714 words)

If you need to complete a PIP the following fields will appear under the indicator area. Please complete the narrative statement and all of the PIP fields. When all fields are completed use the **Save** button at the bottom of the measure. If you are negotiating the target, you are still required to complete the PIP fields. *If you time-out of the system, or do not use the **Save** button, any information entered will be deleted.*

A sample Program Improvement Plan (PIP) was included as an attachment with the original memo.

Reminder!!!

In order to **Save**, all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft narrative in each field and **save** the measure before logging out of the system. Don't forget to return using the edit indicator button on the main page, and complete your narrative before closing the system. The system will automatically log out after **45 minutes** of inactivity.

Step 6- Last Steps

◀◀ [Main Menu](#)


You are logged in as

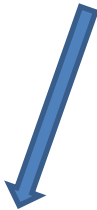
[Log Out](#) ▶▶

Secondary Performance Indicators Summary Page

Click on each performance indicator to accept (or obtain instructions for how to negotiate) to the to fulfill the local performance accountability section of the RFA. If requesting a negotiation, the approved.

Once all local targets and PIP forms have been accepted or you have indicated your intent to negotiate, the message box below will appear. Go to the main menu if you are ready to complete your local acceptance for this level.

1S1 Academic Attainment- Reading	✓ complete
1S2 Academic Attainment - Math	✓ complete
2S1 Secondary Technical Skills	✓ complete
3S1 Secondary School Completion	✓ complete
4S1 Student Graduation Rate	✓ complete
5S1 Secondary Placement	✓ complete
6S1 Non-traditional enrollment	✓ complete
6S2 Non-traditional completion	 negotiation request contact program manager



Data Information for this Indicator has been
Successfully Saved
[Return to Summary Page to Continue to the Next
Performance Indicator](#)
[Go to Main Menu](#)

Step 6- Last Steps- Reports

- Once all local targets and PIP forms have been accepted, there are three reports that need to be saved to your computer and submitted as part of your 2013-14 Grant Application.
 - LAUPL Report
 - PIP Report
 - Attestation Report

Step 6- Last Steps-LAUPL Report

You are logged in as [Log Out](#) ▶▶

Perkins IV Local Agreed Upon Performance Levels

Main Menu




Click on link below to view/edit performance indicators.

Postsecondary Certificate

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary Certificate data closed and last submitted on 05/09/13 9:31 AM

Postsecondary College Credit

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Local Improvement Plan Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary College Credit data closed and last submitted on 05/09/13 9:31 AM

Once all local **targets and** PIP forms have been accepted or you have indicated your intent to negotiate, the following link will appear. When prompted, Select **SAVE** and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2013-14 Grant Application to your grant manager.

Step 6- Last Steps-PIP Report



You are logged in as

Perkins IV Local Agreed Upon Performance Levels

Main Menu




Click on link below to view/edit performance indicators.

Postsecondary Certificate

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary Certificate data closed and last submitted on 05/09/13 9:31 AM

Postsecondary College Credit

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Local Improvement Plan Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application \(doc\)](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report \(above\) to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary College Credit data closed and last submitted on 05/09/13 9:31 AM

Once all local targets have been accepted or you have indicated your intent to negotiate, and if you were required to complete a PIP form(s), the following link will appear. When prompted, Select **SAVE** and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2013-14 Grant Application to your grant manager.

Step 6- Last Steps- Attestation Form

You are logged in as

[Log Out](#) ▶▶

Perkins IV Local Agreed Upon Performance Levels

Main Menu

Click on link below to view/edit performance indicators.

Postsecondary Certificate

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary Certificate data closed and last submitted on 05/09/13 9:31 AM

Postsecondary College Credit

 [Print LAUPL Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application](#)
 [Print Local Improvement Plan Report and submit a copy to your FLDOE Grant Manager to be included with your 2013-2014 Grant Application](#)
 [Print Attestation Report - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Report and Local Improvement Plan Report to fulfill Local Perkins Application Requirements. \(doc\)](#)

Postsecondary College Credit data closed and last submitted on 05/09/13 9:31 AM

If all local targets have been accepted and PIP forms have been completed, the following link will appear. When selected the following message will appear. **By selecting Yes, the system will close for all edits and your application for this level will be complete.** When prompted, open the document and save to your computer. The signed Attestation form, LAUPL Report, and Local Program Improvement Plan Report (if required) should be submitted as part of your 2013-14 Grant Application to your grant manager.

Printing Attestation form will close report
Are you sure you want to proceed?

[Yes](#) [No](#)

Technical Assistance

- For login and password information contact
 - Susan Arvin at (850) 245-9979 or susan.arvin@fldoe.org
- For questions related to the Local Performance webtool contact
 - Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org
- For questions related to the Perkins application contact your Grants Administration Program Manager.