



District of Columbia
Office of the State Superintendent of Education

Continuous Education Plan Quickbase Application

User Manual

Version 2.0 | May 2021

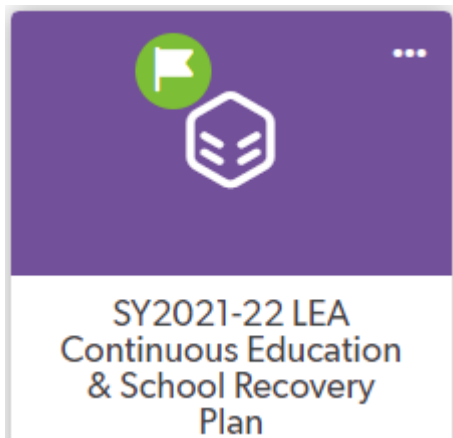
Technical Assistance

For technical assistance on this Quickbase application, including adding an additional user, please contact OSSE's help desk or submit a ticket via email:

- osse.callcenter@dc.gov
- Phone: (202) 719-6500
- Hours: 8 a.m.- 5 p.m., Monday-Friday

Continuous Education Plan Application Quickstart

1. Sign into your existing account at octo.quickbase.com. An application link should have been sent to you by email.
2. If you are signing directly into your Quickbase account, please select the follow item from your dashboard.




3. Once in the application click the "Click to Submit Application" button at the bottom of the landing page.



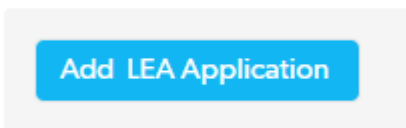
4. Please click on your LEA name or the eye icon to access your applications.

LEA Status

LEA Name
 AppleTree Early Learning PCS

TOT

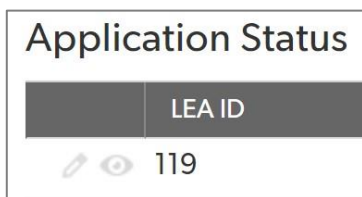
- If there is no previous LEA CEP Application, click the “Add LEA Application.” If you have already created an application do not use this button as you can only have one application.



If for any reason you need to return to the previously created application that you left, you can access your previously created application in the LEA status area on your dashboard. If you have not submitted the application, it will display as “Not Submitted” on the submission status, and the application status, which is where the review and approval process will display, will display “LEA Entry.”

Application Status			
LEA ID	LEA Name	Submission Status	Application Status
  119	Briya PCS	Not-Submitted	LEA Entry

You will access the application once again by clicking the pencil icon in this row.



- Upon creating the application, there is a series of tabs. There will be fields to complete in each tab.



- Prior to submission, all LEA details, question fields and assurances are to be completed. Tabs can have multiple questions; please complete each question thoroughly.

LEA Details | School Recovery Operations Plan | Instructional Delivery Plan | Assessment and Promotion Policy | Attendance Policy | Whole Student Support

▼ Question-1(Q1)

Q1. Describe LEA's plan to keep building clean.

i. What is the cleaning schedule? For example, what happens weekly, daily, and multiple times per day?

ii. How you will ensure buildings are clean if/when an individual in a school community tests positive for COVID-19 (e.g., work with an outside vendor specializing in deep cleaning or train in-house janitorial staff to ensure cleaning standards are met)?

8. If you want to save, please use the “Save” button. This will either “Save & Close” what you are working on, or you can “Save & Keep Working.” **Please do not use “Save & New.”**



9. The application allows you to add documents, if needed, by clicking the “Add Supporting Document” button. OSSE is not requesting that you submit any particular documents with your applications.

▼ Upload Additional Documents

Add Supporting Document

LEA ID	LEA Name	Question Number	Document
No supporting documents found			

Enter the supporting document information and select a document, then select “Save & Close.” You will be navigated back to the application upon doing so. You can add multiple supporting documents using this method.

LEA ID 119

LEA Name Briya PCS

Question Number

Description

Add Document No file chosen

10. The assurances page will have a series of statements that should be reviewed by the LEA. Check each box after you have read it to signify that the LEA agrees to the statement.

1. The LEA attests to the following statements regarding **delivery of instruction** (please check all boxes):

The LEA grounds instruction in the District of Columbia's approved state academic standards (and/or the LEA's approved standards) in English language arts, math, and science across grades K-12.

At the end, enter your information as the LEA Leader, and when ready, submit the application.

If you are submitting as a data manager or other user, and are not the LEA leader, you must attach a signed attestation form from the LEA leader.

Upload Attestation Form

No file chosen

The attestation form can be downloaded from the main page.

Before submitting your application, click "Save & Keep Working." You will need to save your application first before submitting to ensure submission is successful.

Once you have saved your application, click on the "Submit LEA Application" button on the assurances page.

11. After your application is submitted, your application will be reviewed by both OSSE and the PCSB. Your application will then be either approved or returned. If your application is returned, make updates based on input on the items where there are flags based on input provided, and resubmit the application in Quickbase. The current status of your application in the review process will appear on the application status dashboard in the application status column.

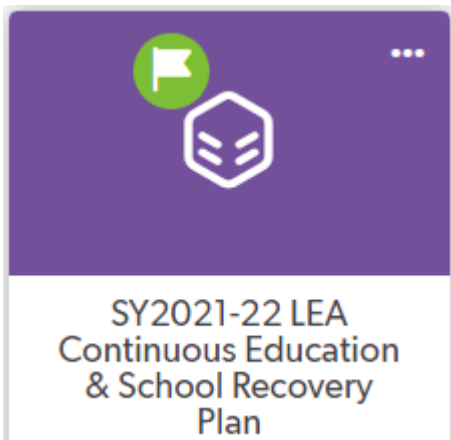
Application Status			
LEA ID	LEA Name	Submission Status	Application Status
119	Briya PCS	Not-Submitted	LEA Entry

12. You will be notified if your application is approved or returned via email. If the application is returned, you will have the ability to edit your application and resubmit. There will be access to a table on your dashboard called “reviewer comments” that will outline which parts of the application may have issues (identified as flags).

13. Once you open the application, you will be able to see the comments on each question of the application and what needs to be addressed in your edits before you save and resubmit.

Health and Safety Plan Application Quickstart

1. Sign in to your existing account at octo.quickbase.com. An application link should have been sent to you by email.
2. If you are signing directly into your QuickBase account, please select the follow item from your dashboard.



3. Once in the application click the “Click to Submit Application” button at the bottom of the landing page.



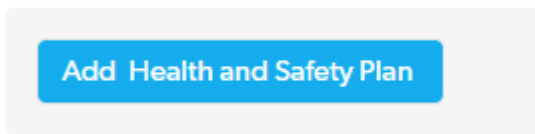
4. Please click on your LEA name or school name (if an independent, parochial, or private school) and the eye icon to access your applications.

LEA Status

	LEA Name
	AppleTree Early Learning PCS

TOT

- If there is no previous Health and Safety Plan, click the “Add Health and Safety Plan.” If you have already created an application do not use this button as you can only have one application.



If for any reason you need to return to the previously created plan that you left, you can access your previously created application in the Health and Safety Plan status area on your dashboard. If you have not submitted the application, it will display as “Not Submitted” on the submission status and the application status, which is where the review and approval process will display.

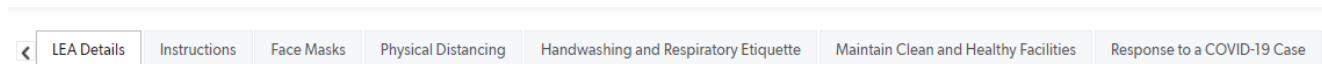
You will access the application once again by clicking the pencil icon in this row.

Health and Safety Plans

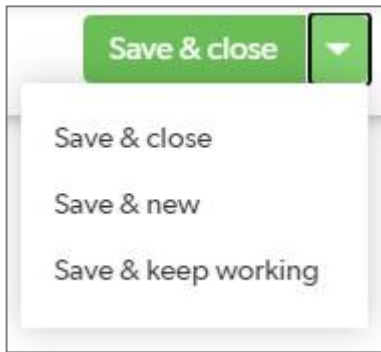
Health and safety plans

Full Report More ▼ 1 Health and Safety Plan			
	School Name	Submission Status	Review Status
	AppleTree Early Learning PCS	Not-Submitted	Not Available

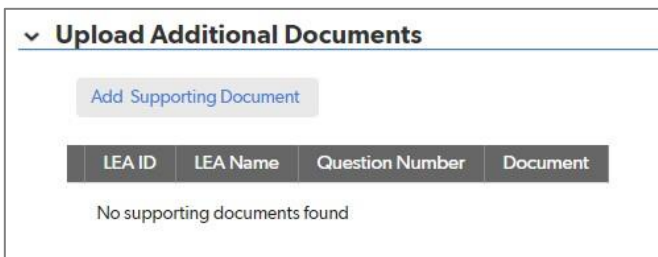
- Upon creating the plan, there is a series of tabs. There will be fields to complete in each tab.



- Prior to submission, all details, question fields and assurances are to be completed. Tabs can have multiple questions; please complete each question thoroughly.
- If you want to save, please use the “Save” button. This will either “Save & Close” what you are working on, or you can “Save & Keep Working.” **Please do not use “Save & New.”**



9. The application allows you to add documents by clicking the “Add Supporting Document” button. OSSE is not requesting that you submit any particular documents with your applications.



Enter the supporting document information and select a document, then select “Save & Close.” You will be navigated back to the application upon doing so. You can add multiple supporting documents using this method.

A screenshot of a form for adding a supporting document. The form contains the following fields and controls:

- LEA ID: 119
- LEA Name: Briya PCS
- Question Number: [input field]
- Description: [input field]
- Add Document: [Choose File] No file chosen
- Buttons: [Save & close] [Cancel]

10. The assurances page will have a series of statements that should be reviewed by the LEA or independent, parochial, or private school. Check each box after you have read it to signify that the LEA or school agrees to the statement.

Health/Safety Plan Assurance Statement

The LEA attests to the following statement regarding operating in accordance with the DC Health and OSSE public health guidance:

- The LEA assures that it will adopt the measures in the DC Health and OSSE COVID-19 guidance for schools to help reduce the risk of COVID-19 transmission among students, staff, families, and the community.

At the end, enter your information as the LEA user or independent, parochial, or private school user, and when ready, submit the application.

If you are submitting as a data manager or other user, and are not the LEA leader or independent, parochial, or private school head, you must attach a signed attestation form.

Upload Attestation Form

Choose File No file chosen

The attestation form can be downloaded from the main page.

Download Attestation Form

Before submitting your application, click “Save & Keep Working.” You will need to save your application first before submitting to ensure submission is successful.

Save & keep working



Once you have saved your application, click on the “Submit LEA Application” button on the assurances page.

Submit LEA Application

11. After your application is submitted your application will be reviewed by both OSSE and the PCSB. Your application will then be either reviewed or returned. If your application is returned, make updates based on input on the items where there are flags based on input provided, and resubmit the application in Quickbase. The current status of your application in the review process will appear on the application status dashboard in the application status column.

Health and Safety Plans

Health and safety plans

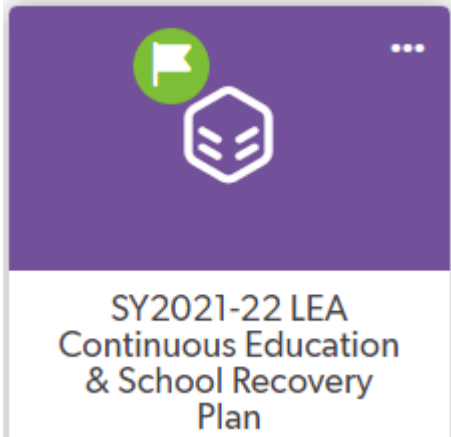
Full Report More ▼ 1 Health and Safety Plan			
	School Name	Submission Status	Review Status
 	AppleTree Early Learning PCS	Not-Submitted	Not Available

12. You will be notified if your plan is reviewed or returned via email. If the application is returned you will have the ability to edit your application and resubmit. There will be access to a table on your dashboard called reviewer comments that will outline which parts of the application may have issues (identified as flags).

13. Once you open the plan, you will be able to see the comments on each question of the application and what needs to be addressed in your edits before you save and resubmit.

SY20-21 School Assessments Quickstart

1. Sign into your existing account at octo.quickbase.com. An application link should have been sent to you by email.
2. If you are signing directly into your QuickBase account, please select the follow item from your dashboard.



3. Once in the application click the "Click to Submit Application" button at the bottom of the landing page.



4. Once in the application click the LEA entity you are associated with or the eye icon.

LEA School Assessments Data

LEA Name	# of Schools with Assessment Plans
AppleTree Early Learning PCS	1

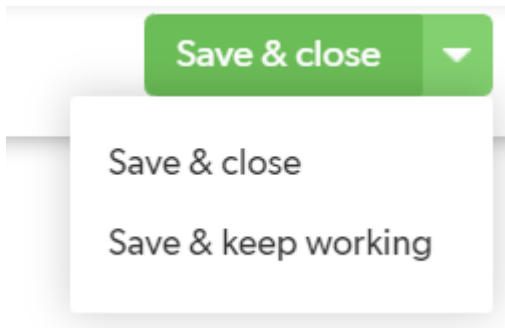
5. For school assessment managers, you will then see the school(s) you are responsible for entering data. For LEA users, you will see a list of schools associated with your LEA.

✓ SY2020-21 Assessment Data Collection

Schools

Full Report	More	3 Schools	School ID	School Name	Assessment Review
			10001	OSSE Elementary School	Submitted to OSSE

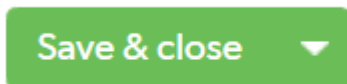
6. Click on the pencil next to the school's name to begin the entering the school assessment process.
7. Complete the school assessment questions, then click either save and close to leave the application and save, or save and keep working to continue working.



8. For Question 6, click on add assessment tool.



Enter the data into the fields provided for the assessment tool question, then click save and close.



You will be navigated back to the page and see the data you entered in a table. You can add new rows by clicking the "Add Assessment Tool" button. You can also edit the data either clicking the pencil button, or double clicking on a cell.

9. The application allows you to add documents by clicking the "Add Supporting Document" button, if needed. OSSE is not requesting that you submit any particular documents with your applications.

LEA ID	LEA Name	Question Number	Document
No supporting documents found			

Enter the supporting document information and select a document, then select “Save & Close.” You will be navigated back to the application upon doing so. You can add multiple supporting documents using this method. OSSE is not requesting any particular supporting documents at this time.

LEA ID 119
LEA Name Briya PCS
Question Number
Description
Add Document No file chosen

10. If you are a School Assessment Manager and have completed the questions, please notify the appropriate party at the LEA. The LEA will need to review and submit the application. For LEA users, this is how you submit the application.
11. As an LEA user please review the information put into the application.
14. The assurances page will have a series of statements that should be reviewed by the LEA. Check each box after you have read it to signify that the LEA agrees to the statement.

1. The LEA attests to the following statements regarding **delivery of instruction** (please check all boxes):
 The LEA grounds instruction in the District of Columbia's approved state academic standards (and/or the LEA's approved standards) in English language arts, math, and science across grades K-12.

At the end, enter your information as the LEA Leader, and when ready submit the application.

If you are submitting as a data manager or other user, and are not the LEA leader, you must attach a signed attestation form from the LEA leader.

Upload Attestation Form

No file chosen

The attestation form can be downloaded from the main page.



Before submitting your application, click “Save & Keep Working.” You will need to save your application first before submitting to ensure submission is successful.



After clicking save and keep working, you can now click the submit button to submit the Assessment Data to OSSE for review.

12. When complete click “Submit School Assessment Data”

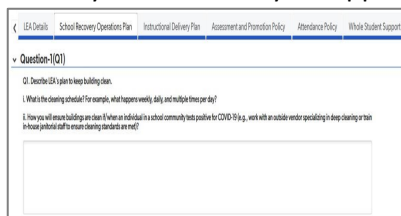


Helpful Hints

1. The questions were sent out in a previous guidance document. It is advised that you write the answers to the questions in advance, review the answers you have written, and copy and paste them into the application online. When copying and pasting in Quickbase use the Ctrl and C to copy, and Ctrl and V to paste. Mouse click pastes to not always work because of security restrictions.
2. You only need to create an application once. Your application will appear in the application status portion of your dashboard if you wish to leave and come back to it.

Application Status			
LEA ID	LEA Name	Submission Status	Application Status
 119	Briya PCS	Not-Submitted	LEA Entry

Just click the pencil by your saved, but not submitted, application to continue entering data. This is also where you will access your application if it is returned to you for updates.



3. For technical assistance on this Quickbase application, including adding an additional user, please contact OSSE’s help desk or submit a ticket via email:
 - osse.callcenter@dc.gov
 - Phone: (202) 719-6500
 - Hours: 8 a.m.- 5 p.m., Monday-Friday