

# eLCAP

**Local Control and Accountability Plan Builder**

## **Getting Started**

*<http://elcap.lacoe.edu>*



**Los Angeles County  
Office of Education**

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Technology Services

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## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>New User: Creating a Local Control and Accountability Plan Builder Account and First Plan</b> .....	<b>3</b>
<b>Creating an eLCAP Account and First Plan: New User</b> .....	<b>4</b>
<b>Existing User: Creating a Local Control and Accountability Plan</b> .....	<b>7</b>
Existing User: Creating a New Plan from an Existing eLCAP .....	<b>8</b>
<b>Editing a Local Control and Accountability Plan</b> .....	<b>11</b>
Editing a Local Control and Accountability Plan - Introduction .....	<b>12</b>
Cover Logo .....	<b>12</b>
<b>Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement</b> .....	<b>16</b>
<b>Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators</b> .....	<b>21</b>
Editing a Local Control and Accountability Plan – 2: Goal Measurable Outcomes and Actions/Services ..	<b>26</b>
Preview Section 2, Return to Section 2 Goals, and View Plan.....	<b>30</b>
<b>Editing a Local Control and Accountability Plan – 2: Annual Update</b> .....	<b>31</b>
The eLCAP Annual Update Process – Using eLCAP Plan Builder for the First Time.....	<b>32</b>
The eLCAP Annual Update Process.....	<b>34</b>
The eLCAP Annual Update Process – Goal Section Functions.....	<b>38</b>
<b>Editing a Local Control and Accountability Plan: Section 3 - Use of Supplemental and Concentration Grant funds and Proportionality</b> .....	<b>39</b>
<b>Managing Users</b> .....	<b>41</b>
Submitting a Plan for Approval .....	<b>43</b>
<b>Comments</b> .....	<b>44</b>

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## Introduction

The Los Angeles County Office of Education's Local Control and Accountability Plan Builder (eLCAP) is designed to assist Districts, Charter Schools, and County Offices of Education with the process of developing Local Control and Accountability Plans.

eLCAP is entirely online and provides a collaborative environment for Local Control and Accountability Plans using the California State Board of Education approved template. eLCAP can help guide the planning and writing process, and produces a downloadable LCAP document that is archived for later use. So, when it's time to update or produce a new plan, you can log back in to eLCAP and your plan will be there waiting for you.

The process of using eLCAP is easy.

- Create a plan
- Invite users to your plan
- Write the plan
- Finish the plan
- Submit the plan

You can download the plan to PDF or Microsoft Word format at any time. Depending on your location, downloading your eLCAP plan may not be required for the process of submitting the plan for review. Check with your local County Office of Education for details on submitting your LCAP.

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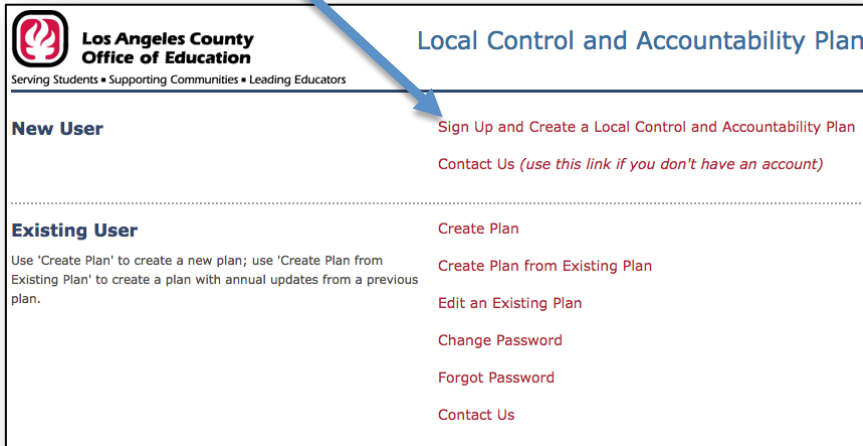
## New User: Creating a Local Control and Accountability Plan Builder Account and First Plan

If a user wishes to create a Local Control and Accountability Plan, but does not already have an eLCAP account, they will need to create an account, first. eLCAP combines the process of creating an account and creating your first eLCAP.

If the user does not have an account and wishes to collaborate on a currently existing plan, then a user on the existing plan (assuming they have rights to do so) will need to invite the new user to the existing eLCAP. During the invitation process, an eLCAP account will be created for a new user, if they do not already have an eLCAP account.

## Creating an eLCAP Account and First Plan: New User

- Navigate to the eLCAP website at <http://elcap.lacoe.edu>
- Click on “Sign Up and Create a Local Control and Accountability Plan”



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### Local Control and Accountability Plan

**New User**

- Sign Up and Create a Local Control and Accountability Plan
- Contact Us (use this link if you don't have an account)

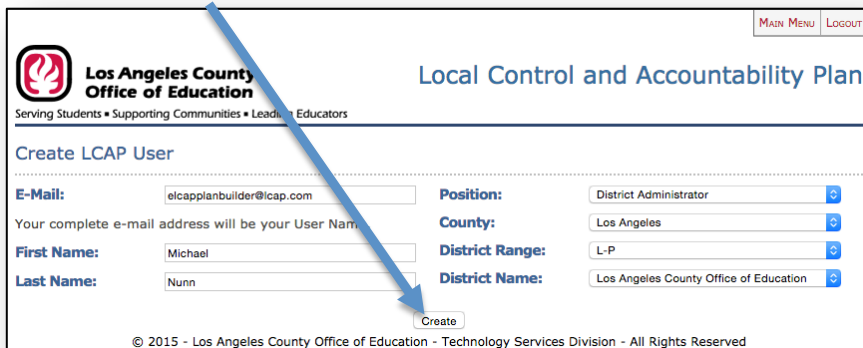
**Existing User**

Use 'Create Plan' to create a new plan; use 'Create Plan from Existing Plan' to create a plan with annual updates from a previous plan.

- Create Plan
- Create Plan from Existing Plan
- Edit an Existing Plan
- Change Password
- Forgot Password
- Contact Us

You will be taken to the Create LCAP User page

- Add your E-Mail address, Name, and Position
- Click “Create”



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### Local Control and Accountability Plan

**Create LCAP User**

E-Mail:  Position:

Your complete e-mail address will be your User Name.

County:

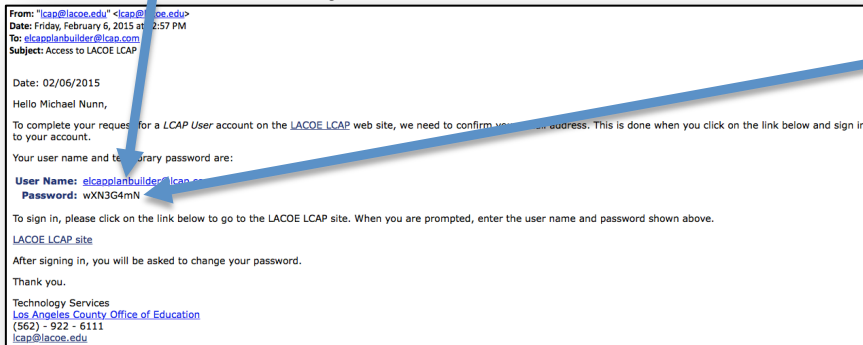
First Name:  District Range:

Last Name:  District Name:

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You will be taken to a new web page and will also receive an E-Mail message from [lcap@lacoe.edu](mailto:lcap@lacoe.edu) with instructions on accessing your account for the first time.

Your User Name will be your entire E-Mail address. You will also receive a Temporary Password.



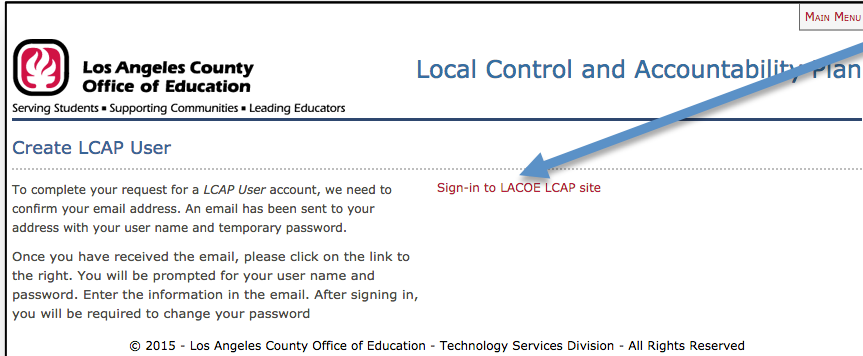
From: "lcap@lacoe.edu" <lcap@lacoe.edu>  
Date: Friday, February 6, 2015 at 2:57 PM  
To: elcapplanbuilder@lcap.com  
Subject: Access to LACOE LCAP

Date: 02/06/2015  
Hello Michael Nunn,  
To complete your request for a LCAP User account on the LACOE LCAP web site, we need to confirm your e-mail address. This is done when you click on the link below and sign in to your account.  
Your user name and temporary password are:  
**User Name:** elcapplanbuilder@lcap.com  
**Password:** wxN3G4mN  
To sign in, please click on the link below to go to the LACOE LCAP site. When you are prompted, enter the user name and password shown above.  
[LACOE LCAP site](#)  
After signing in, you will be asked to change your password.  
Thank you.  
Technology Services  
Los Angeles County Office of Education  
(562) • 922 - 6111  
lcap@lacoe.edu



## Creating an eLCAP Account and First Plan: New User (Continued)

From the web page that you were taken to after clicking on “Create,” Click on the “Sign-In to LACOE LCAP site” link. You can also use the link from the E-Mail message.



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### Local Control and Accountability Plan

#### Create LCAP User

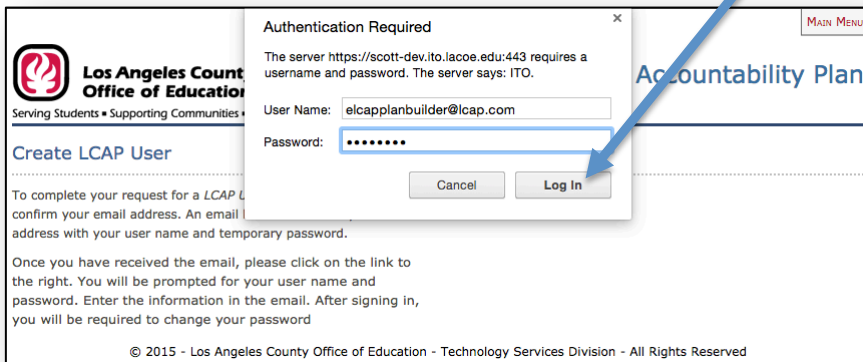
To complete your request for a LCAP User account, we need to confirm your email address. An email has been sent to your address with your user name and temporary password.

Once you have received the email, please click on the link to the right. You will be prompted for your user name and password. Enter the information in the email. After signing in, you will be required to change your password

[Sign-in to LACOE LCAP site](#)

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You will be asked to authenticate with your User Name and Temporary Password.  
Click “Log In”



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### Local Control and Accountability Plan

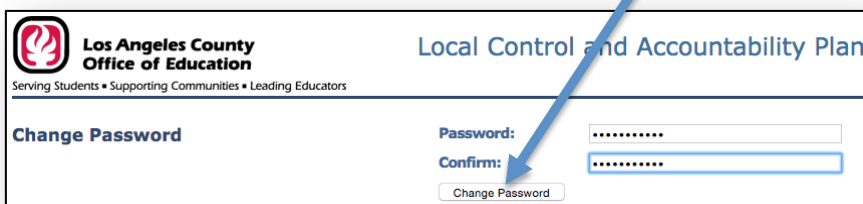
#### Create LCAP User

To complete your request for a LCAP User account, we need to confirm your email address. An email has been sent to your address with your user name and temporary password.

Once you have received the email, please click on the link to the right. You will be prompted for your user name and password. Enter the information in the email. After signing in, you will be required to change your password

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Enter a new password. Confirm it. Click “Change Password.”



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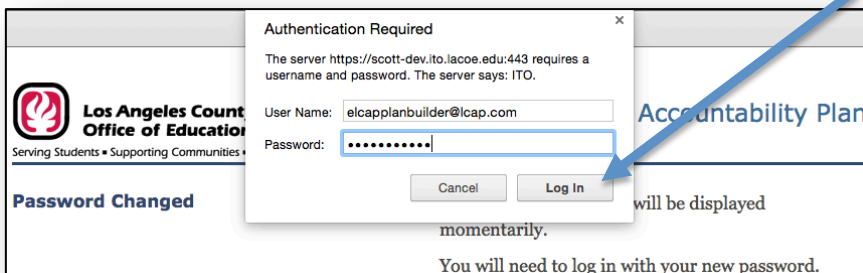
### Local Control and Accountability Plan

#### Change Password

Password:

Confirm:

Log in with your User Name and your **New** Password. Click “Log In.”



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### Local Control and Accountability Plan

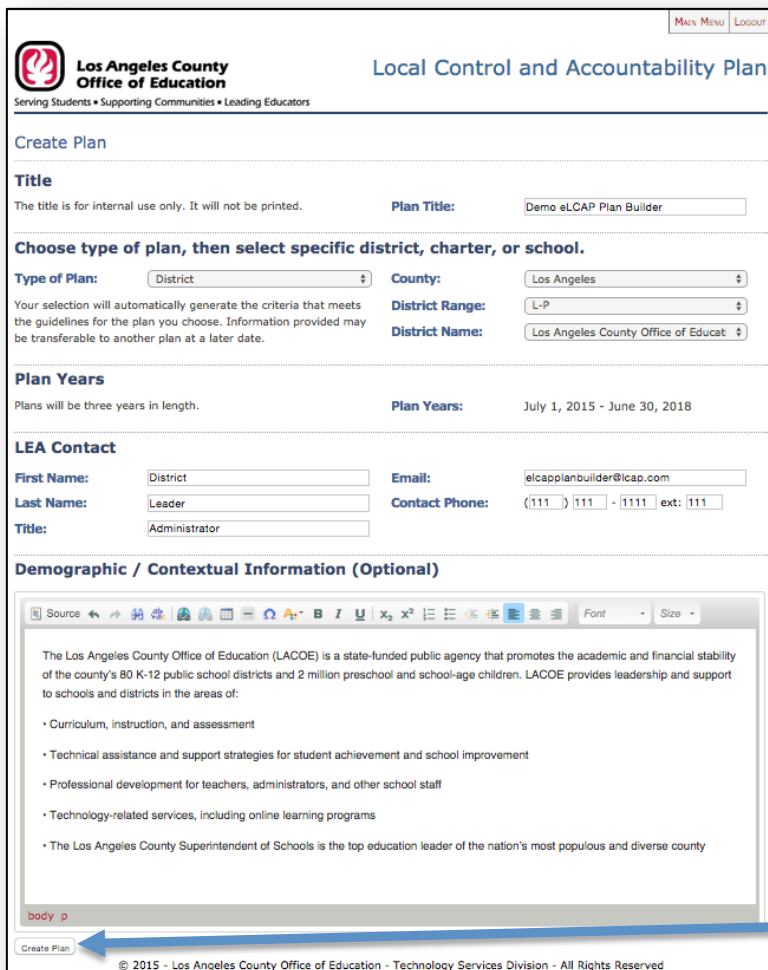
#### Password Changed

will be displayed momentarily.  
You will need to log in with your new password.

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## Creating an eLCAP Account and First Plan: New User (Continued)

You are taken to a page where you will create your plan. Fill in or select items as appropriate. The optional “Demographic / Contextual Information” section provides an area for you to write a narrative that can provide background information about your Local Educational Agency (LEA).



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**Local Control and Accountability Plan**

**Create Plan**

**Title**  
The title is for internal use only. It will not be printed. **Plan Title:** Demo eLCAP Plan Builder

**Choose type of plan, then select specific district, charter, or school.**

**Type of Plan:** District **County:** Los Angeles  
**District Range:** L-P **District Name:** Los Angeles County Office of Educat

**Plan Years**  
Plans will be three years in length. **Plan Years:** July 1, 2015 - June 30, 2018

**LEA Contact**

**First Name:** District **Email:** elcapplanbuilder@lcap.com  
**Last Name:** Leader **Contact Phone:** (111 ) 111 - 1111 ext: 111  
**Title:** Administrator

**Demographic / Contextual Information (Optional)**

The Los Angeles County Office of Education (LACOE) is a state-funded public agency that promotes the academic and financial stability of the county's 80 K-12 public school districts and 2 million preschool and school-age children. LACOE provides leadership and support to schools and districts in the areas of:

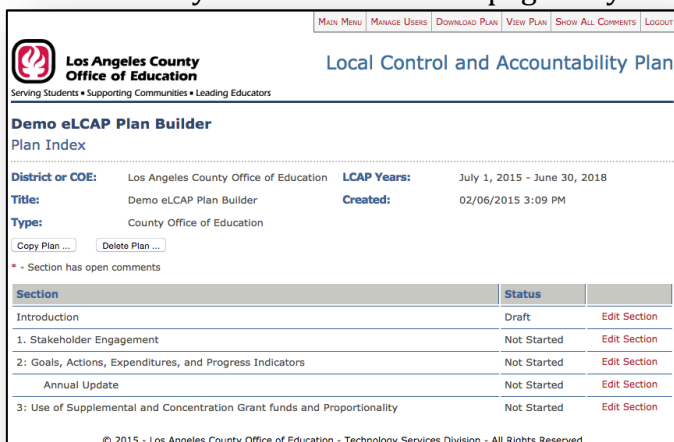
- Curriculum, instruction, and assessment
- Technical assistance and support strategies for student achievement and school improvement
- Professional development for teachers, administrators, and other school staff
- Technology-related services, including online learning programs
- The Los Angeles County Superintendent of Schools is the top education leader of the nation's most populous and diverse county

**Create Plan**

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Click “Create Plan” when you are ready to continue.

This will take you to the Plan Index page for your plan.



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**Local Control and Accountability Plan**

**Demo eLCAP Plan Builder**  
Plan Index

**District or COE:** Los Angeles County Office of Education **LCAP Years:** July 1, 2015 - June 30, 2018  
**Title:** Demo eLCAP Plan Builder **Created:** 02/06/2015 3:09 PM  
**Type:** County Office of Education

Copy Plan ... Delete Plan ...

\* - Section has open comments

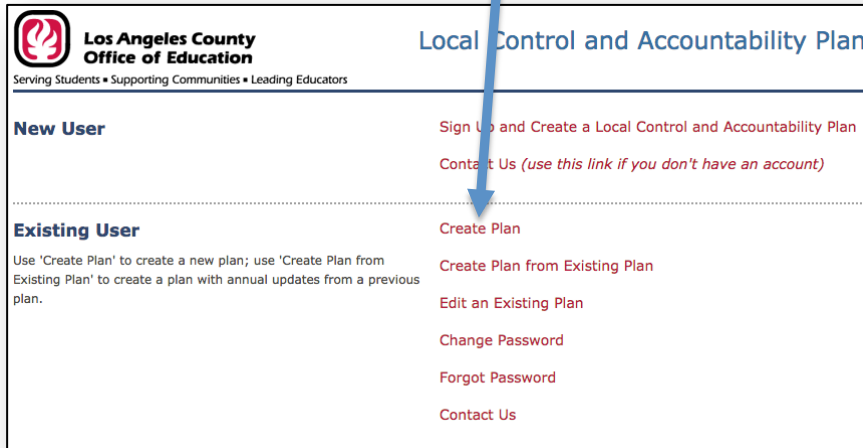
Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1: Stakeholder Engagement	Not Started	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Not Started	<a href="#">Edit Section</a>
Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	<a href="#">Edit Section</a>

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## Existing User: Creating a Local Control and Accountability Plan

Creating a Local Control and Accountability Plan is easy.

From the Main Menu, click on “Create Plan” in the Existing User section. You may be asked to log in.



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### Local Control and Accountability Plan

**New User**

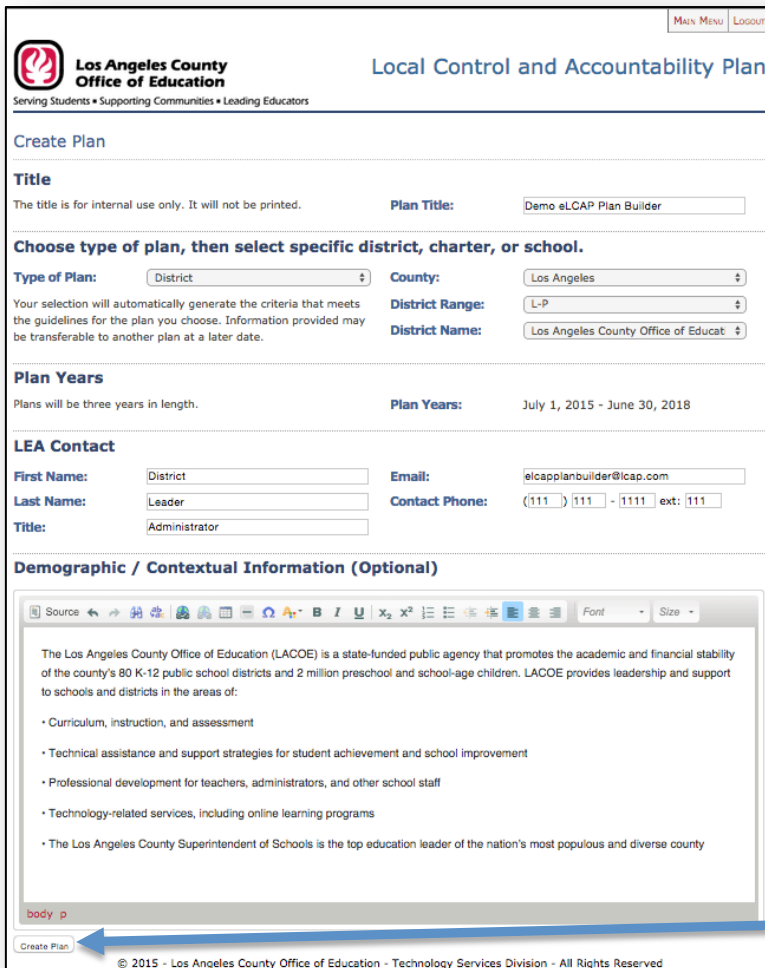
- Sign Up and Create a Local Control and Accountability Plan
- Contact Us (use this link if you don't have an account)

**Existing User**

Use 'Create Plan' to create a new plan; use 'Create Plan from Existing Plan' to create a plan with annual updates from a previous plan.

- Create Plan**
- Create Plan from Existing Plan
- Edit an Existing Plan
- Change Password
- Forgot Password
- Contact Us

This takes you to the Create Plan screen. Fill out the requested items.



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### Local Control and Accountability Plan

Max Menu Logout

#### Create Plan

**Title**  
The title is for internal use only. It will not be printed. **Plan Title:** Demo eLCAP Plan Builder

**Choose type of plan, then select specific district, charter, or school.**

**Type of Plan:** District **County:** Los Angeles  
**District Range:** L-P **District Name:** Los Angeles County Office of Education

**Plan Years**  
Plans will be three years in length. **Plan Years:** July 1, 2015 - June 30, 2018

**LEA Contact**

**First Name:** District **Email:** elcapplanbuilder@elcap.com  
**Last Name:** Leader **Contact Phone:** (111 ) 111 - 1111 ext: 111  
**Title:** Administrator

**Demographic / Contextual Information (Optional)**

The Los Angeles County Office of Education (LACOE) is a state-funded public agency that promotes the academic and financial stability of the county's 80 K-12 public school districts and 2 million preschool and school-age children. LACOE provides leadership and support to schools and districts in the areas of:

- Curriculum, instruction, and assessment
- Technical assistance and support strategies for student achievement and school improvement
- Professional development for teachers, administrators, and other school staff
- Technology-related services, including online learning programs
- The Los Angeles County Superintendent of Schools is the top education leader of the nation's most populous and diverse county

body p

Create Plan

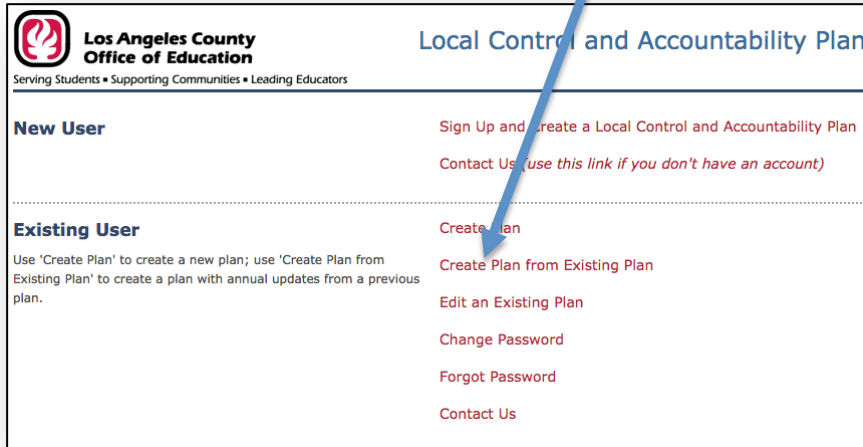
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Click “Create Plan” when you are ready to continue.

## Existing User: Creating a New Plan from an Existing eLCAP

If you used the eLCAP for your prior year plan, you will need to use the “Create Plan from Existing Plan” option. The eLCAP Plan Builder provides this process to create a plan that is based on a previous eLCAP.

From the Main Menu, click on “Create Plan from Existing Plan” in the Existing User section. You may be asked to log in.



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### Local Control and Accountability Plan

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**New User**

- [Sign Up and create a Local Control and Accountability Plan](#)
- [Contact Us \(use this link if you don't have an account\)](#)

---

**Existing User**


Use 'Create Plan' to create a new plan; use 'Create Plan from Existing Plan' to create a plan with annual updates from a previous plan.

- [Create Plan](#)
- [Create Plan from Existing Plan](#)
- [Edit an Existing Plan](#)
- [Change Password](#)
- [Forgot Password](#)
- [Contact Us](#)

**Existing User: Creating a New Plan from an Existing eLCAP (Continued)**

Scroll down to see all of the information.

You will first need to enter the requested information: **Title, Type of Plan, Plan Years, LEA Contact,** and optional **Demographic** sections.



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Local Control and Accountability Plan

[Main Menu](#) | [Logout](#)

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Create Plan with Annual Updates from Previous Plan

**Title**  
The title is for internal use only. It will not be printed.      **Plan Title:**

**Choose type of plan, then select specific district, charter, or school.**

**Type of Plan:**       **County:**

Your selection will automatically generate the criteria that meets the guidelines for the plan you choose. Information provided may be transferable to another plan at a later date.

**District Range:**       **District Name:**

---

**Plan Years**  
Plans will be three years in length.      **Plan Years:**

---

**LEA Contact**

**First Name:**       **Email:**

**Last Name:**       **Contact Phone:**  ext:

**Title:**

---

**Demographic / Contextual Information (Optional)**

The Los Angeles County Office of Education (LACOE) is a state-funded public agency that promotes the academic and financial stability of the county's 80 K-12 public school districts and 2 million preschool and school-age children. LACOE provides leadership and support to schools and districts in the areas of:

- Curriculum, instruction, and assessment
- Technical assistance and support strategies for student achievement and school improvement
- Professional development for teachers, administrators, and other school staff
- Technology-related services, including online learning programs
- The Los Angeles County Superintendent of Schools is the top education leader of the nation's most populous and diverse county

The plans listed below are your plans for the 2014 LCAP plan year (July 1, 2014 - June 30, 2017.)      The information for LCAP Year 1 (2014) of the old plan will be used to pre-populate the "Planned" items in the Annual Updates, and the information for LCAP Years 2 and 3 will be used to pre-populate LCAP Years 1 and 2 of the new plan.

Click on the plan to be used as the base for your new plan.

LEA Name	Title	Plan/Review Status	Last Update
Beverly Hills Unified <i>District plan</i>	Beverly Hills USD	Draft	06/16/2014
Beverly Hills Unified <i>District plan</i>	Beverly Hills USD submission	Completed Approved	08/13/2014
Los Angeles County Office of Education <i>County Office of Education plan</i>	Demo eLCAP Plan Builder	Draft	02/11/2015
Los Angeles County Office of Education <i>County Office of Education plan</i>	LCAP Test	Draft	02/11/2015

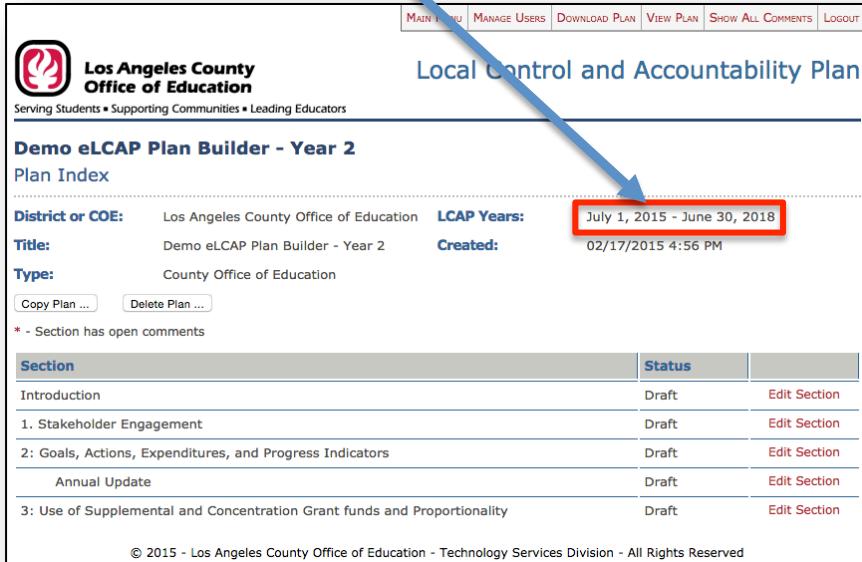
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The lower portion of the web page shows eLCAP plans that you are associated with for the previous year.

Select the plan that you will be using to pre-populate your new eLCAP.

## Existing User: Creating a New Plan from an Existing eLCAP (Continued)

You will be taken to your **new** eLCAP plan, which is based on the eLCAP that you selected.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Year 2**  
Plan Index

**District or COE:** Los Angeles County Office of Education    **LCAP Years:** **July 1, 2015 - June 30, 2018**

**Title:** Demo eLCAP Plan Builder - Year 2    **Created:** 02/17/2015 4:56 PM

**Type:** County Office of Education

\* - Section has open comments

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1. Stakeholder Engagement	Draft	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Draft	<a href="#">Edit Section</a>
Annual Update	Draft	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Draft	<a href="#">Edit Section</a>

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## Editing a Local Control and Accountability Plan

### Section

If you have just created a new plan, you are now ready to continue editing the plan sections. The main sections of the LCAP plan are:

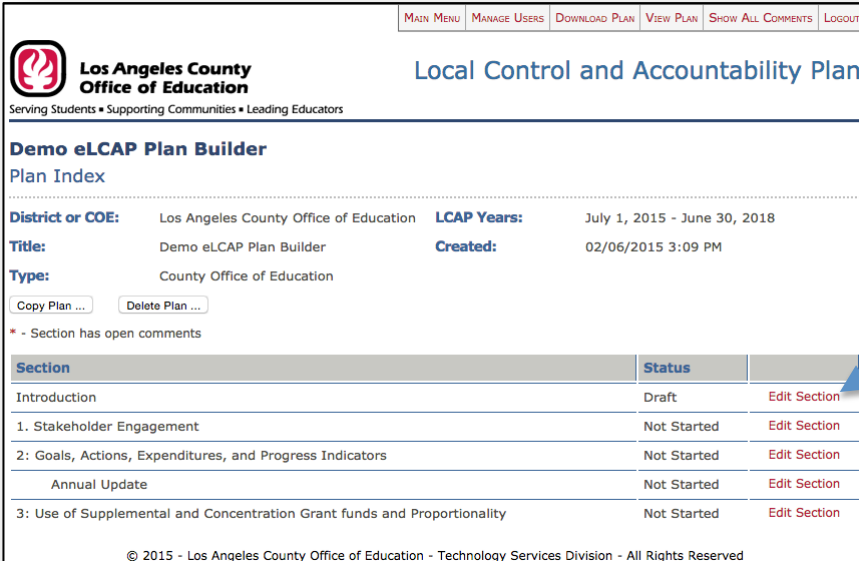
- Introduction
  1. Stakeholder Engagement
  2. Goals, Actions, Expenditures, and Progress Indicators  
Annual Update
  3. Use of Supplemental and Concentration Grant funds and Proportionality

### Status

Each section has a label that shows its Status. A status can be either:

1. Not Started
2. Draft
3. Completed

You have the ability to set the status of each section. Sometimes, the status will be automatically set depending on the section and previous activity in your plan. The Introduction page will automatically show “Draft” as its status. When you complete a section of your eLCAP, you should change the status of that section to “Completed.” You can always change it back to “Draft” or “Not Started” if you’d like.



The screenshot shows the 'Local Control and Accountability Plan' interface. At the top, there are navigation links: MAIN MENU, MANAGE USERS, DOWNLOAD PLAN, VIEW PLAN, SHOW ALL COMMENTS, and LOGOUT. Below the navigation is the Los Angeles County Office of Education logo and the title 'Local Control and Accountability Plan'. The main content area is titled 'Demo eLCAP Plan Builder' and 'Plan Index'. It displays plan details: District or COE: Los Angeles County Office of Education, LCAP Years: July 1, 2015 - June 30, 2018, Title: Demo eLCAP Plan Builder, and Created: 02/06/2015 3:09 PM. There are buttons for 'Copy Plan ...' and 'Delete Plan ...'. A note indicates '\* - Section has open comments'. A table lists the sections and their statuses:

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1. Stakeholder Engagement	Not Started	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	<a href="#">Edit Section</a>

At the bottom, it says '© 2015 - Los Angeles County Office of Education - Technology Services Division - All Rights Reserved'.

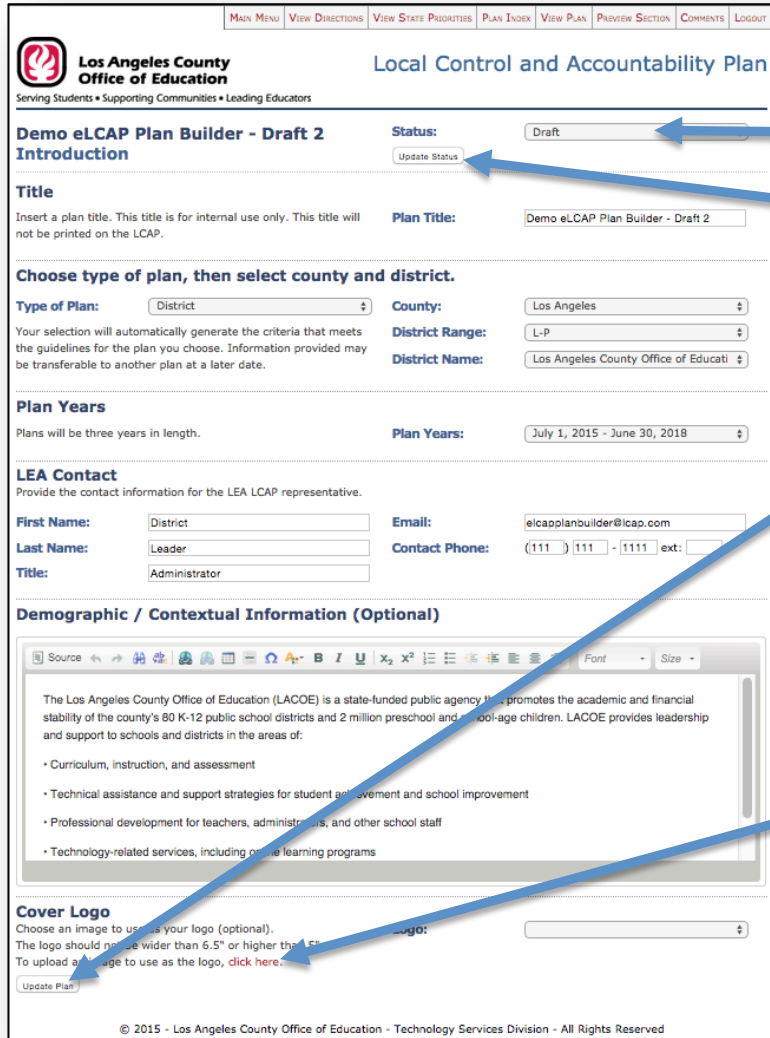
### Edit Section

To edit a section of the plan, click on “Edit Section” for the section of the plan that you would like to work on.



## Editing a Local Control and Accountability Plan - Introduction

After clicking on “Edit Section” for the “Introduction” to your plan, you will be taken to a page that where you can edit the basic aspects of your LCAP plan. These are mostly the items that you defined during the initial creation of your plan. If you have just created a new plan, you are now ready to continue editing the plan sections.



### Status

You can change the Status of this section (Introduction) of the plan. Click on the dropdown menu and select the status. After making your selection, you must click on the “Update Status” button to save the change.

**\*\*\*Important\*\*\***

Before leaving the page, you must click on “Update Plan” to save your changes.

### Cover Logo

If you would like to have a logo with your plan, click on the “click here” text, to upload your image. After uploading, you will need to return to this page to select the logo for your plan.

Note that the graphic should not be wider than 6.5” or higher than 5”. You may need to edit your graphic to conform to this restriction.

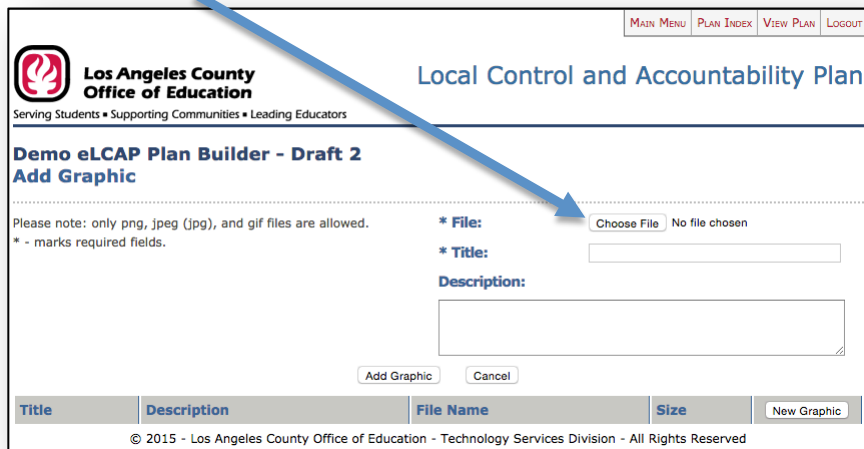
Click on “New Graphic”





## Cover Logo (Continued)

Click on “Choose File” to select the file from your hard or connected drive.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**  
**Add Graphic**

Please note: only png, jpeg (jpg), and gif files are allowed.  
\* - marks required fields.

\* **File:**  No file chosen

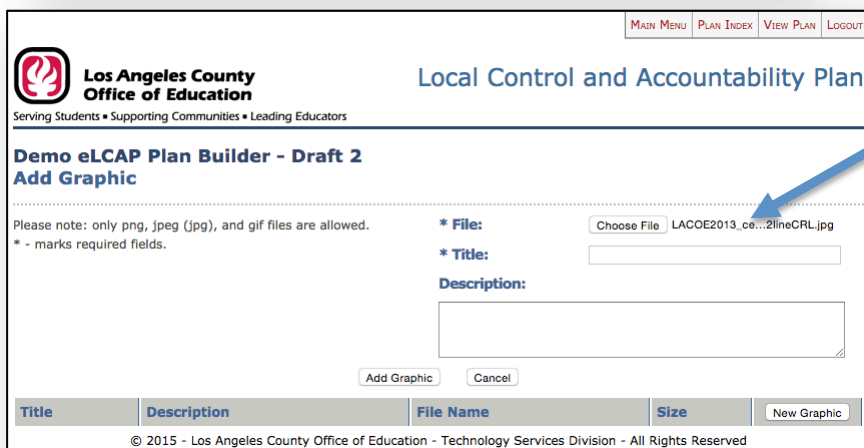
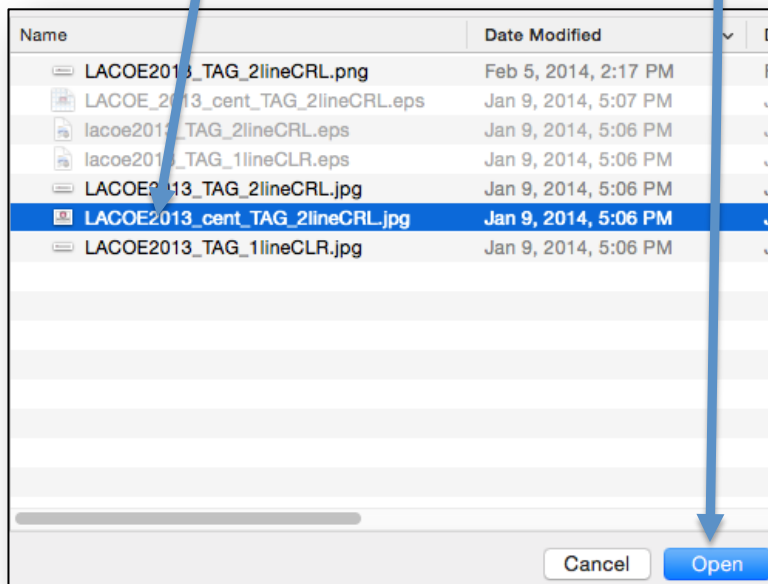
\* **Title:**

**Description:**

Title	Description	File Name	Size	New Graphic
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Navigate to the graphic on your drive, select it, and open it. This may look a little different depending on your computer, operating system, browser, etc.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**  
**Add Graphic**

Please note: only png, jpeg (jpg), and gif files are allowed.  
\* - marks required fields.

\* **File:**  LACOE2013\_cent\_TAG\_2lineCRL.jpg

\* **Title:**

**Description:**

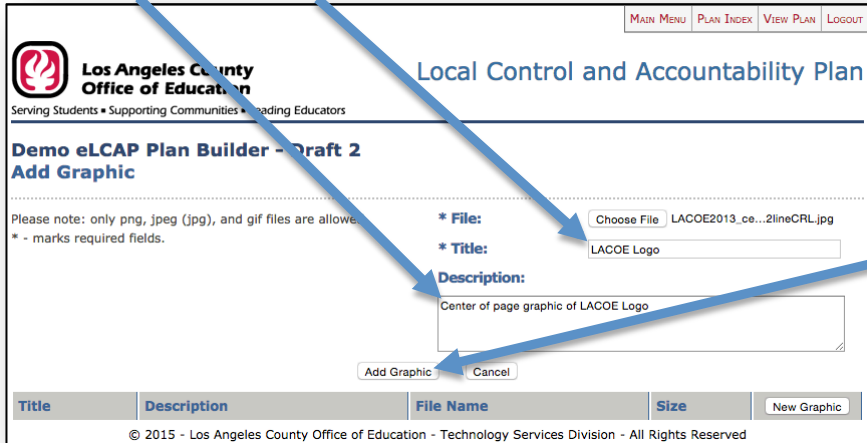
Title	Description	File Name	Size	New Graphic
-------	-------------	-----------	------	-------------

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You should see the file name that you just selected. If this isn't the correct file, click on “Choose File” again and re-select the file that you would like to use as your Cover Logo.

## Cover Logo (Continued)

Add a Description and Title for your graphic.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**  
**Add Graphic**

Please note: only png, jpeg (jpg), and gif files are allowed.  
\* - marks required fields.

\* **File:** Choose File LACOE2013.ce...2lineCRL.jpg  
\* **Title:** LACOE Logo  
**Description:** Center of page graphic of LACOE Logo

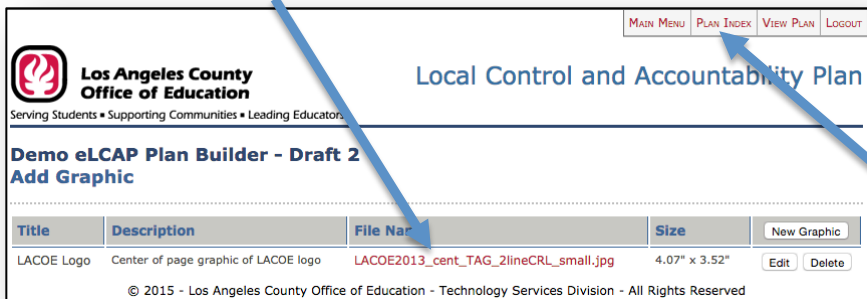
Add Graphic Cancel

Title	Description	File Name	Size	New Graphic
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Click, "Add Graphic."

You should see the graphic in your list.



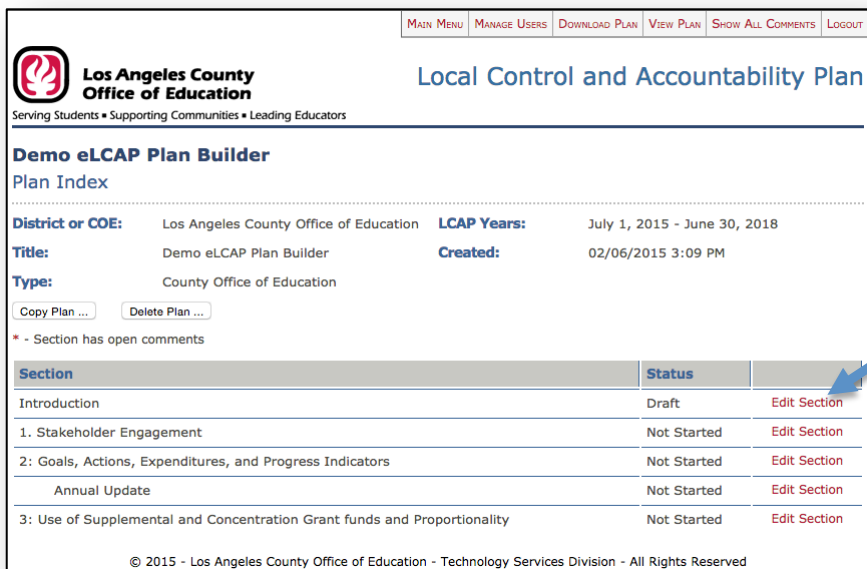
Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**  
**Add Graphic**

Title	Description	File Name	Size	New Graphic
LACOE Logo	Center of page graphic of LACOE logo	LACOE2013_cent_TAG_2lineCRL_small.jpg	4.07" x 3.52"	Edit Delete

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To select the graphic as your Cover Logo, navigate to the Introduction. Click "Plan Index."



Local Control and Accountability Plan

**Demo eLCAP Plan Builder**  
Plan Index

**District or COE:** Los Angeles County Office of Education **LCAP Years:** July 1, 2015 - June 30, 2018  
**Title:** Demo eLCAP Plan Builder **Created:** 02/06/2015 3:09 PM  
**Type:** County Office of Education

Copy Plan ... Delete Plan ...

\* - Section has open comments

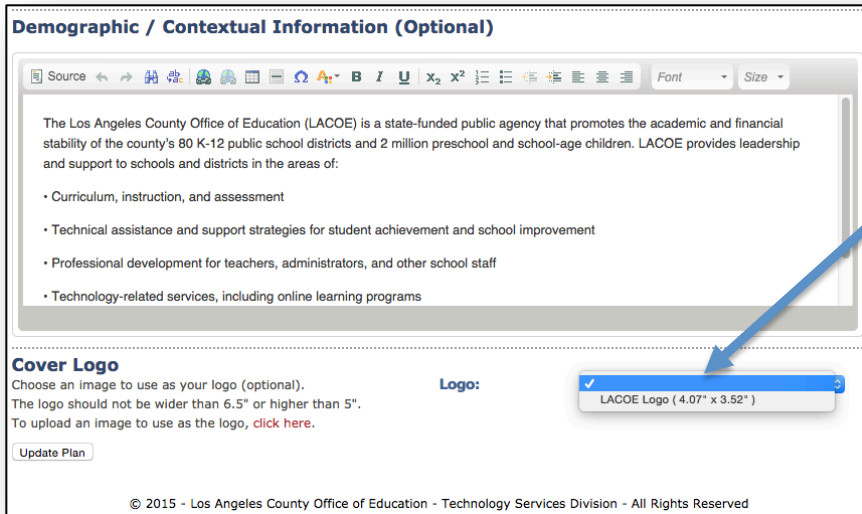
Section	Status	Edit Section
Introduction	Draft	Edit Section
1. Stakeholder Engagement	Not Started	Edit Section
2: Goals, Actions, Expenditures, and Progress Indicators	Not Started	Edit Section
Annual Update	Not Started	Edit Section
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	Edit Section

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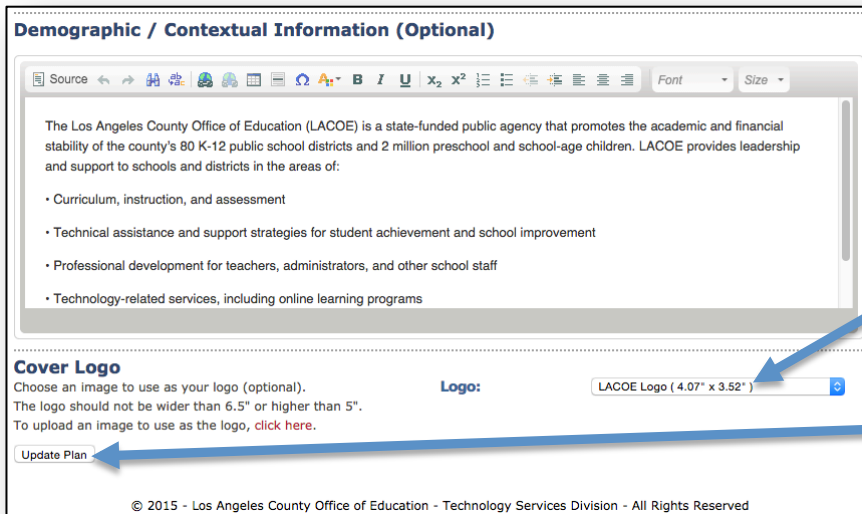
Click "Edit Section" for Introduction.

## Cover Logo (Continued)

Scroll down to the bottom of the Introduction page and click on the dropdown for “Logo.”



Select the logo.



Select your logo from the list.

Click “Update Plan” to save your changes.

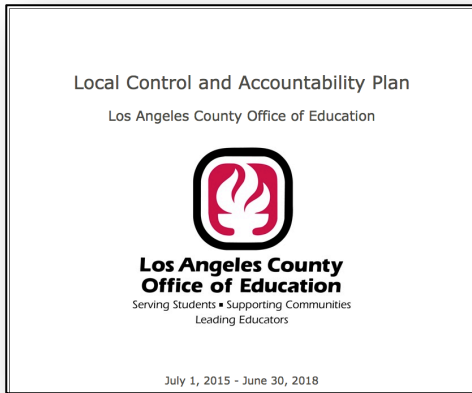
Preview your plan.



At the top of the page, Click “View Plan” to open up a preview of the plan in a separate window or tab.

## Cover Logo (Continued)

Your plan preview opens in a new browser window or tab.



You should be able to see your selected graphic appear as a Cover Logo.

## Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement

From the Plan Index page, click on “Edit Section” for “1: Stakeholder Engagement.”

MAIN MENU | MANAGE USERS | DOWNLOAD PLAN | VIEW PLAN | SHOW ALL COMMENTS | LOGOUT

**Los Angeles County  
Office of Education**  
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**Local Control and Accountability Plan**

**Demo eLCAP Plan Builder - Draft 2**  
Plan Index

**District or COE:** Los Angeles County Office of Education    **LCAP Years:** July 1, 2015 - June 30, 2018  
**Title:** Demo eLCAP Plan Builder - Draft 2    **Created:** 02/18/2015 2:58 PM  
**Type:** County Office of Education    **Last Activity:** 02/18/2015 3:57 PM

Copy Plan ...    Delete Plan ...

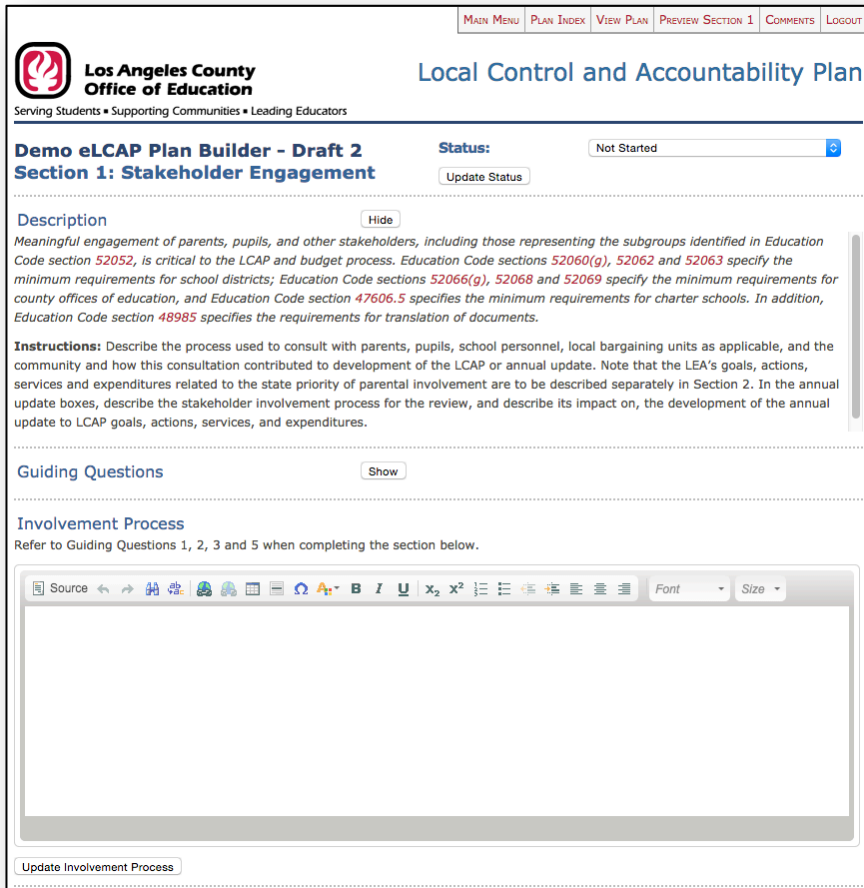
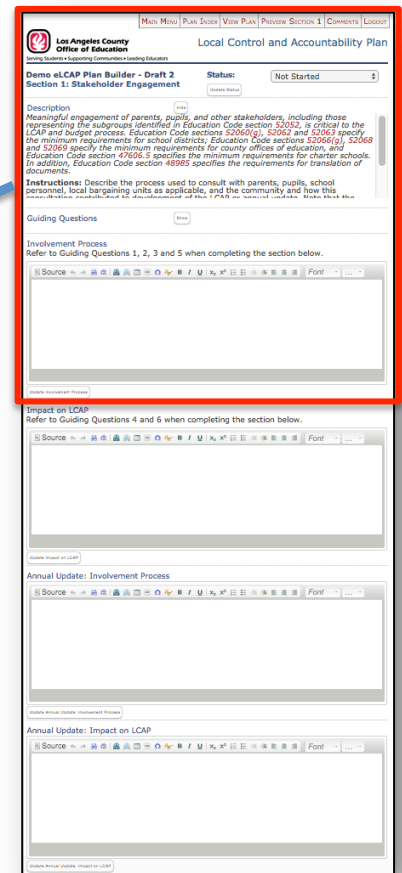
\* - Section has open comments

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1: Stakeholder Engagement	Not Started	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Not Started	<a href="#">Edit Section</a>
Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	<a href="#">Edit Section</a>

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## Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement (Continued)

You will be taken to the “Section 1: Stakeholder Engagement” page.  
This page includes four boxes for adding text.



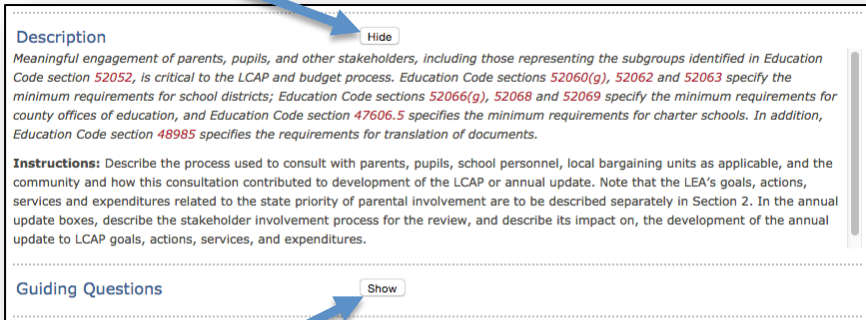
The top portion of the Section 1 page contains a dropdown menu where you can change the Status of the page between, “Not Started,” “Draft,” and “Completed.”



After making a change to the status, you will need to click on “Update Status” to save the change.

## Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement (Continued)

The next portion of the “Section 1: Stakeholder Engagement” page contains the Description and Guiding Questions for Section 1. You can “Hide” or “Show” this text area at any time by clicking on the associated button.

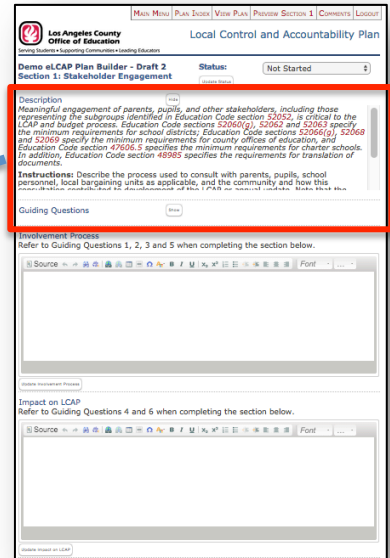


**Description** Hide

Meaningful engagement of parents, pupils, and other stakeholders, including those representing the subgroups identified in Education Code section 52052, is critical to the LCAP and budget process. Education Code sections 52060(g), 52062 and 52063 specify the minimum requirements for school districts; Education Code sections 52066(g), 52068 and 52069 specify the minimum requirements for county offices of education, and Education Code section 47606.5 specifies the minimum requirements for charter schools. In addition, Education Code section 48985 specifies the requirements for translation of documents.

**Instructions:** Describe the process used to consult with parents, pupils, school personnel, local bargaining units as applicable, and the community and how this consultation contributed to development of the LCAP or annual update. Note that the LEA’s goals, actions, services and expenditures related to the state priority of parental involvement are to be described separately in Section 2. In the annual update boxes, describe the stakeholder involvement process for the review, and describe its impact on, the development of the annual update to LCAP goals, actions, services, and expenditures.

**Guiding Questions** Show



**Description** Hide

Meaningful engagement of parents, pupils, and other stakeholders, including those representing the subgroups identified in Education Code section 52052, is critical to the LCAP and budget process. Education Code sections 52060(g), 52062 and 52063 specify the minimum requirements for school districts; Education Code sections 52066(g), 52068 and 52069 specify the minimum requirements for county offices of education, and Education Code section 47606.5 specifies the minimum requirements for charter schools. In addition, Education Code section 48985 specifies the requirements for translation of documents.

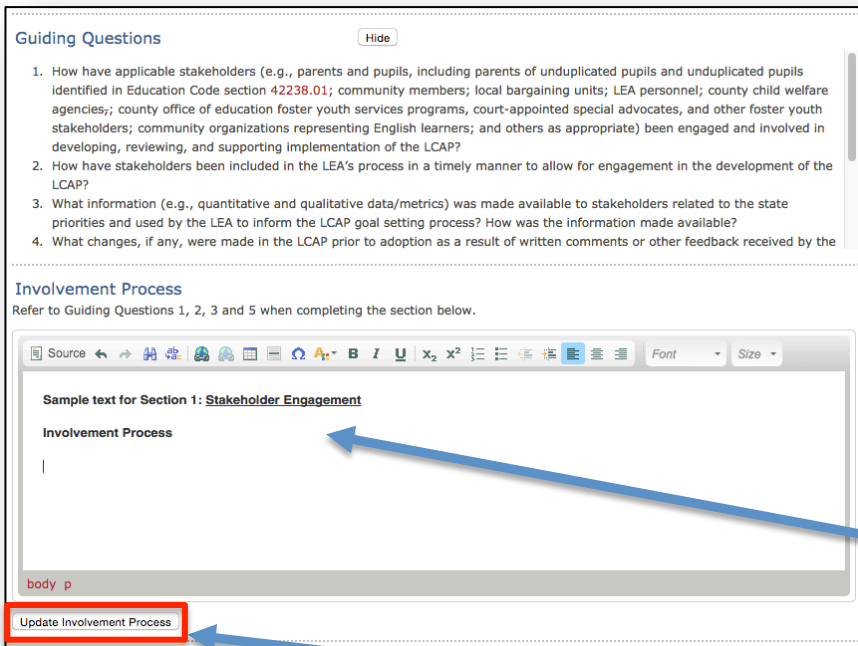
**Instructions:** Describe the process used to consult with parents, pupils, school personnel, local bargaining units as applicable, and the community and how this consultation contributed to development of the LCAP or annual update. Note that the LEA’s goals, actions, services and expenditures related to the state priority of parental involvement are to be described separately in Section 2. In the annual update boxes, describe the stakeholder involvement process for the review, and describe its impact on, the development of the annual update to LCAP goals, actions, services, and expenditures.

**Guiding Questions** Show

**Involvement Process**  
Refer to Guiding Questions 1, 2, 3 and 5 when completing the section below.

**Impact on LCAP**  
Refer to Guiding Questions 4 and 6 when completing the section below.

Clicking on the “Show” button for “Guiding Questions” reveals the guiding questions for this section. These Guiding Questions are used to guide the completion of the text boxes on this page. The first text box, “Involvement Process,” asks the user to “Refer to Guiding Questions 1, 2, 3, and 5 when completing the section.”



**Guiding Questions** Hide

1. How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in Education Code section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
2. How have stakeholders been included in the LEA’s process in a timely manner to allow for engagement in the development of the LCAP?
3. What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
4. What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the

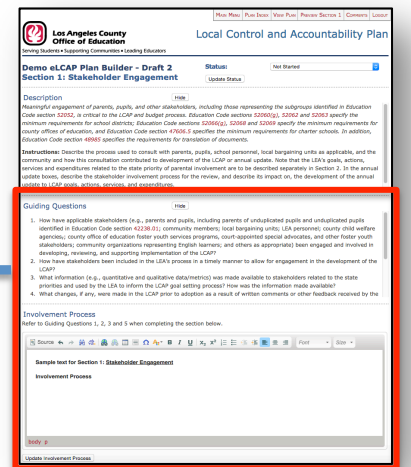
**Involvement Process**  
Refer to Guiding Questions 1, 2, 3 and 5 when completing the section below.

Sample text for Section 1: Stakeholder Engagement

**Involvement Process**

body p

**Update Involvement Process**



**Guiding Questions** Show

1. How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in Education Code section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
2. How have stakeholders been included in the LEA’s process in a timely manner to allow for engagement in the development of the LCAP?
3. What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
4. What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the

**Involvement Process**  
Refer to Guiding Questions 1, 2, 3 and 5 when completing the section below.

Sample text for Section 1: Stakeholder Engagement

**Involvement Process**

body p

**Update Involvement Process**

Add information to the text box. The example contains sample text.

**\*\*\*Important\*\*\***

After adding information to a text box, you must click on the “**Update**” button for that section. Textboxes will have an update button for each text box. If you do not click on the “Update” button for a section before leaving a page, you risk the possibility of losing data that hasn’t been saved to the eLCAP system. You will **not** see a warning that there is unsaved information on the page.

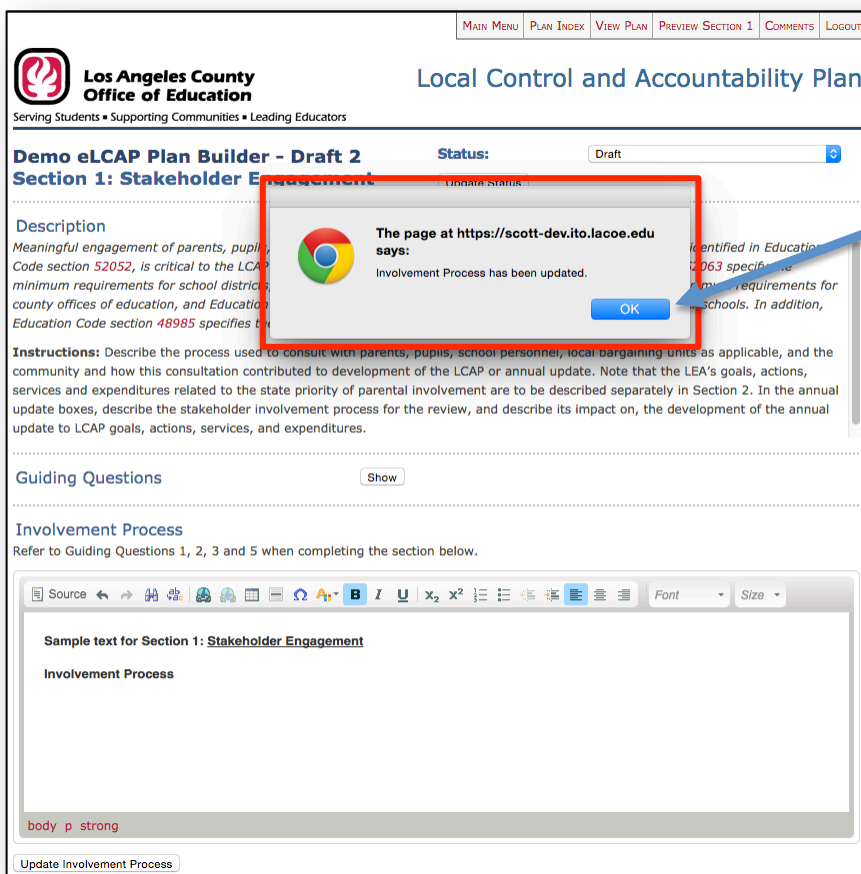


## Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement (Continued)

After clicking the “**Update**” button for a text box, you should see a message confirming that the specific section has been updated.

**\*\*\*Important\*\*\***

**Each text box will have its own “Update” button.** There may be several on a page. As you add or change information in a text box, you will need to Update that section before leaving that web page.

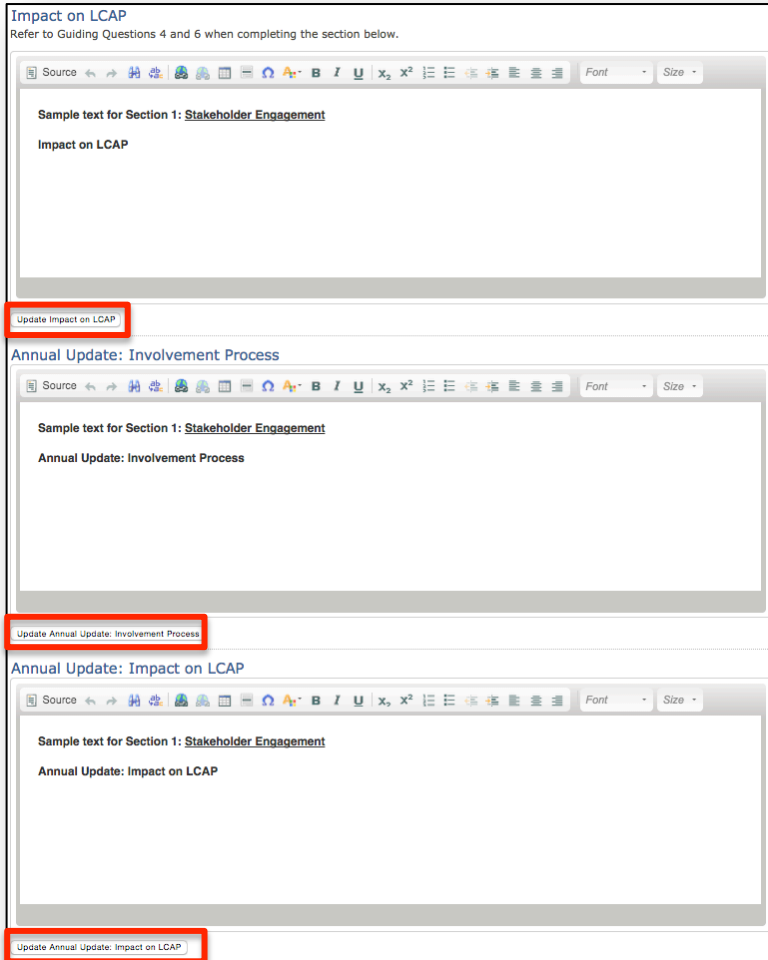


The screenshot shows the 'Local Control and Accountability Plan' interface. At the top, there are navigation links: MAIN MENU, PLAN INDEX, VIEW PLAN, PREVIEW SECTION 1, COMMENTS, and LOGOUT. The page title is 'Local Control and Accountability Plan'. Below the title, it says 'Demo eLCAP Plan Builder - Draft 2' and 'Section 1: Stakeholder Engagement'. The status is 'Draft'. A confirmation message is displayed in a red-bordered box: 'The page at https://scott-dev.ito.lacoe.edu says: Involvement Process has been updated.' with an 'OK' button. A blue arrow points from the text 'Click "OK" to continue.' to the 'OK' button. Below the message, there is a 'Description' section with text about meaningful engagement of parents, pupils, and school personnel. There are also sections for 'Guiding Questions' and 'Involvement Process' with a 'Show' button. At the bottom, there is a text editor with a toolbar and a text box containing 'Sample text for Section 1: Stakeholder Engagement' and 'Involvement Process'. An 'Update Involvement Process' button is at the bottom left.

Click “OK” to continue.

## Editing a Local Control and Accountability Plan – 1: Stakeholder Engagement (Continued)

Continue with the next three text boxes on the page.  
Make sure to click on the **“Update”** button for each section as you add or change information for that page.



**Impact on LCAP**  
Refer to Guiding Questions 4 and 6 when completing the section below.

Sample text for Section 1: Stakeholder Engagement

Impact on LCAP

Update Impact on LCAP

---

**Annual Update: Involvement Process**

Sample text for Section 1: Stakeholder Engagement

Annual Update: Involvement Process

Update Annual Update: Involvement Process

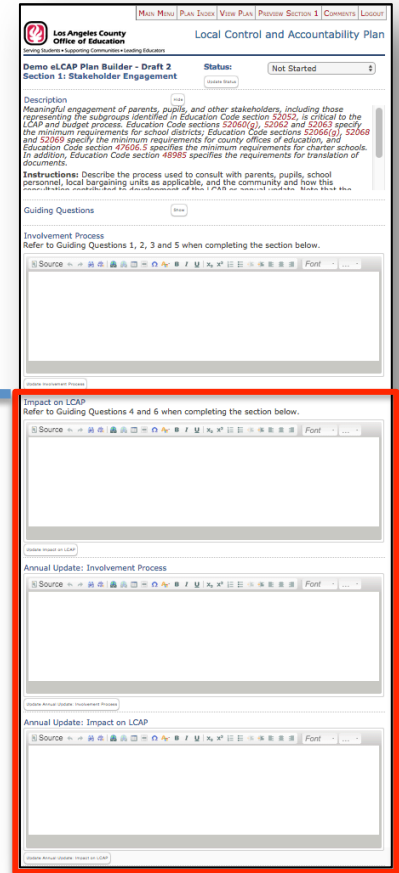
---

**Annual Update: Impact on LCAP**

Sample text for Section 1: Stakeholder Engagement

Annual Update: Impact on LCAP

Update Annual Update: Impact on LCAP



Los Angeles County Office of Education  
Local Control and Accountability Plan

Demo eCAP Plan Builder - Draft 2  
Section 1: Stakeholder Engagement

Status: Not Started

Description  
Meaningful engagement of parents, pupils, and other stakeholders, including those representing the subgroups identified in Education Code section 52052, is critical to the LCAP and budget process. Education Code sections 52066(g), 52067 and 52068 specify the minimum requirements for school districts, Education Code sections 52066(g), 52068 and 52069 specify the minimum requirements for county offices of education, and Education Code section 47606.5 specifies the minimum requirements for charter schools. In addition, Education Code section 49983 specifies the requirements for translation of documents.

Instructions: Describe the process used to consult with parents, pupils, school personnel, local bargaining units as applicable, and the community and how this process will be used to develop and update the LCAP or to update. Make sure you...

Guiding Questions

Involvement Process  
Refer to Guiding Questions 1, 2, 3 and 5 when completing the section below.

Impact on LCAP  
Refer to Guiding Questions 4 and 6 when completing the section below.

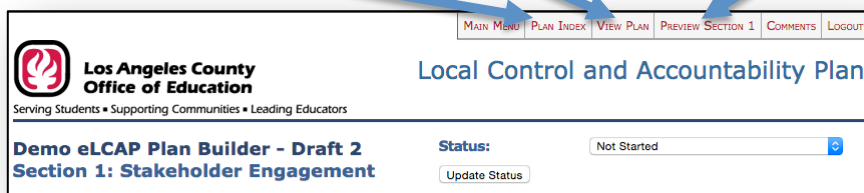
Annual Update: Involvement Process

Annual Update: Impact on LCAP

Update Status

After working on this section of your plan, you may decide to:

- Return to the Plan Index page
- View a preview of the entire plan
- View a preview of just this section that you have been working on



MAIN MENU | PLAN INDEX | VIEW PLAN | PREVIEW SECTION 1 | COMMENTS | LOGOUT

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**Demo eCAP Plan Builder - Draft 2**  
**Section 1: Stakeholder Engagement**

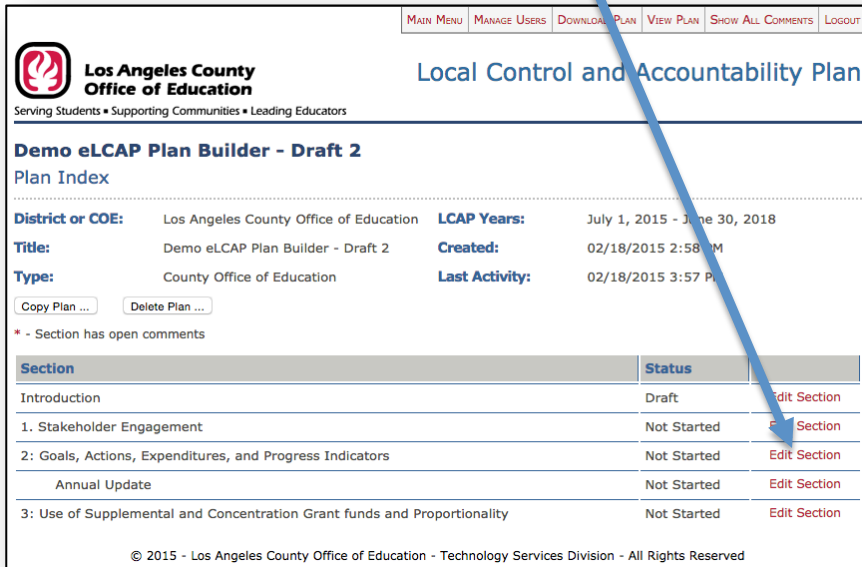
Status: Not Started

Update Status



## Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators

From the Plan Index page, click on “Edit Section” for “2: Goals, Actions, Expenditures, and Progress Indicators.”



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**  
Plan Index

**District or COE:** Los Angeles County Office of Education    **LCAP Years:** July 1, 2015 - June 30, 2018  
**Title:** Demo eLCAP Plan Builder - Draft 2    **Created:** 02/18/2015 2:58 PM  
**Type:** County Office of Education    **Last Activity:** 02/18/2015 3:57 PM

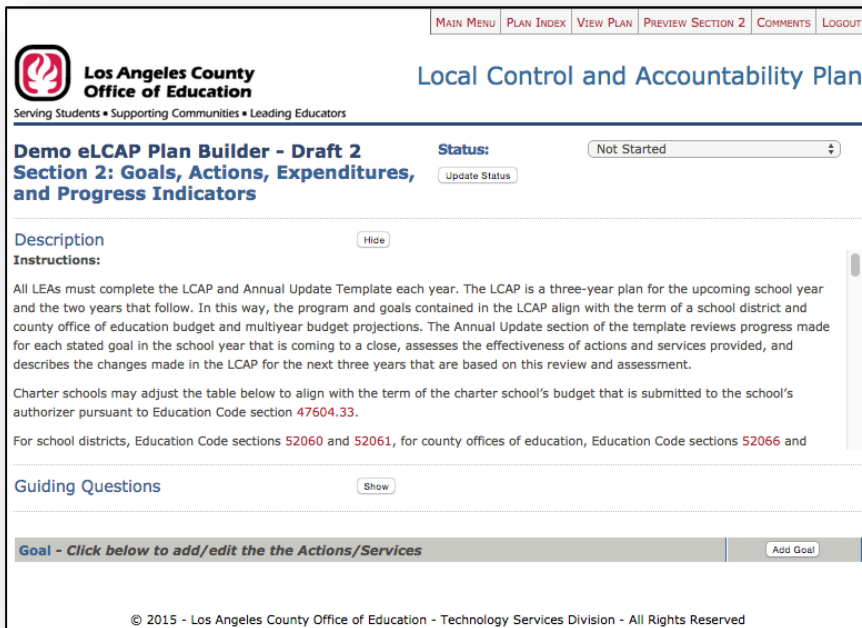
Copy Plan ...    Delete Plan ...

\* - Section has open comments

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1: Stakeholder Engagement	Not Started	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Not Started	<a href="#">Edit Section</a>
Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	<a href="#">Edit Section</a>

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You will be taken to the “Section 2: Goals, Actions, Expenditures, and Progress Indicators” page. If you are using the eLCAP for the first time, you will need to add the requested information.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Draft 2**    **Status:** Not Started

**Section 2: Goals, Actions, Expenditures, and Progress Indicators**    [Update Status](#)

**Description**    [Hide](#)

**Instructions:**

All LEAs must complete the LCAP and Annual Update Template each year. The LCAP is a three-year plan for the upcoming school year and the two years that follow. In this way, the program and goals contained in the LCAP align with the term of a school district and county office of education budget and multiyear budget projections. The Annual Update section of the template reviews progress made for each stated goal in the school year that is coming to a close, assesses the effectiveness of actions and services provided, and describes the changes made in the LCAP for the next three years that are based on this review and assessment.

Charter schools may adjust the table below to align with the term of the charter school’s budget that is submitted to the school’s authorizer pursuant to Education Code section 47604.33.

For school districts, Education Code sections 52060 and 52061, for county offices of education, Education Code sections 52066 and

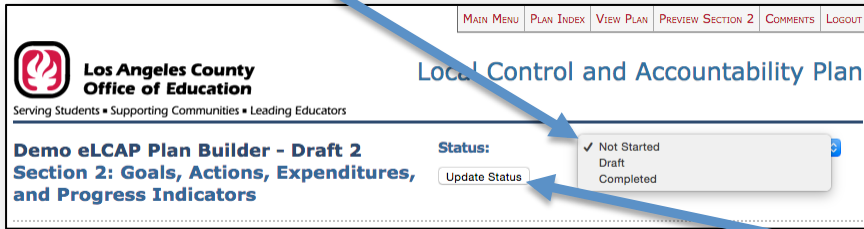
**Guiding Questions**    [Show](#)

**Goal - Click below to add/edit the the Actions/Services**    [Add Goal](#)

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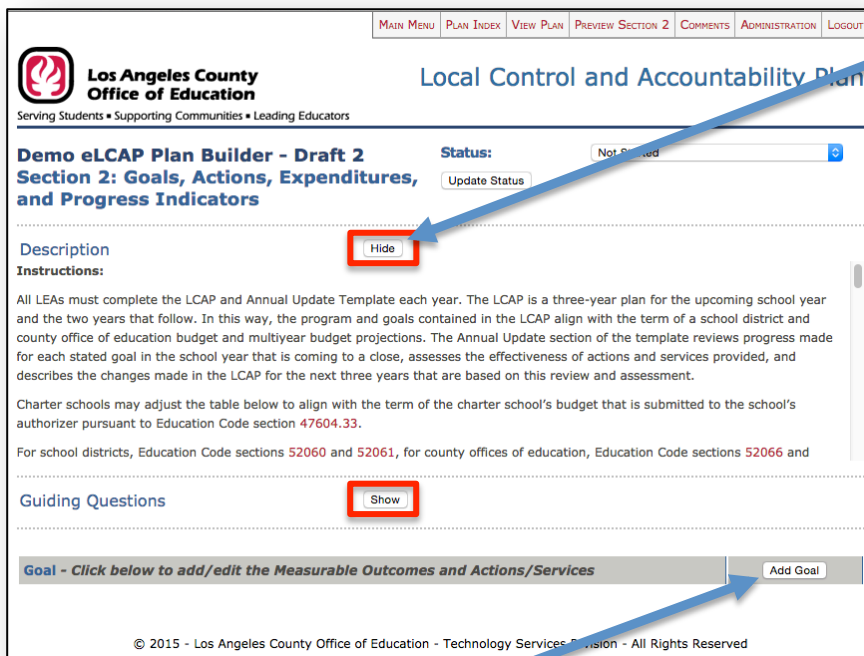
## Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators (Continued)

The top portion of the Section 2 page contains a dropdown menu where you can change the Status of the page between, “Not Started,” “Draft,” and “Completed.”



After making a change to the status, you will need to click on “Update Status” to save the change.

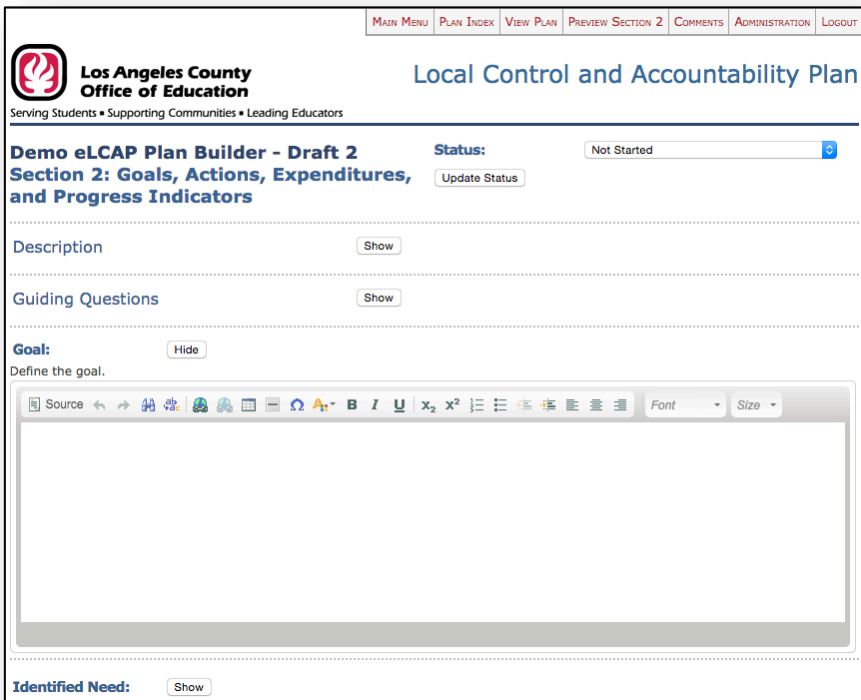
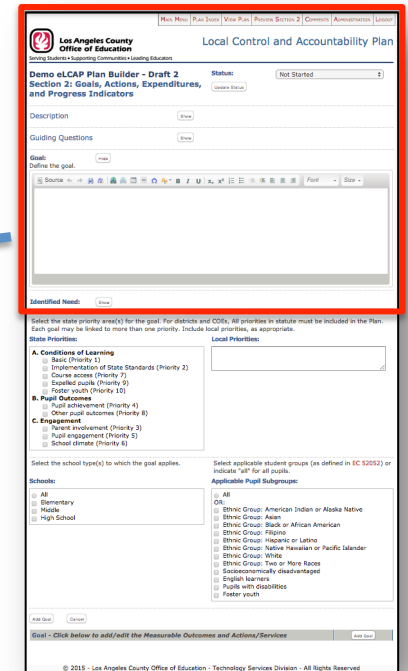
The next area contains Description and Guiding Questions. You have the ability to Hide and Show those sections, as needed.



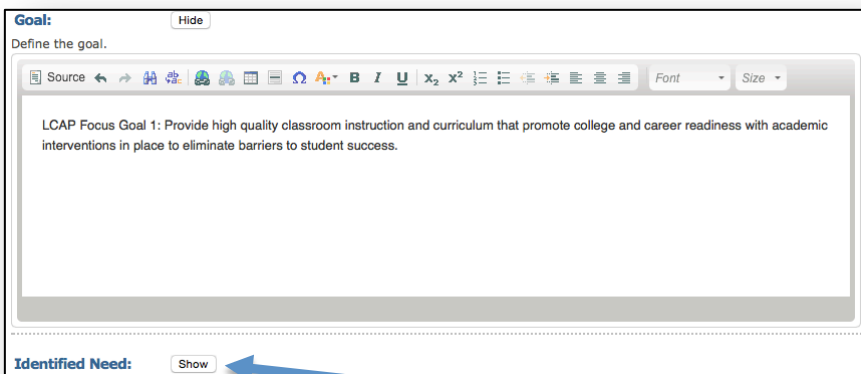
The next area is where you add, edit, and manage the Measurable Outcomes and Actions/Services. Click on “Add Goal” to begin.

## Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators (Continued)

You will see several items appear on the Section 2 page.  
This is the Goal area, where you define your stated goal(s).



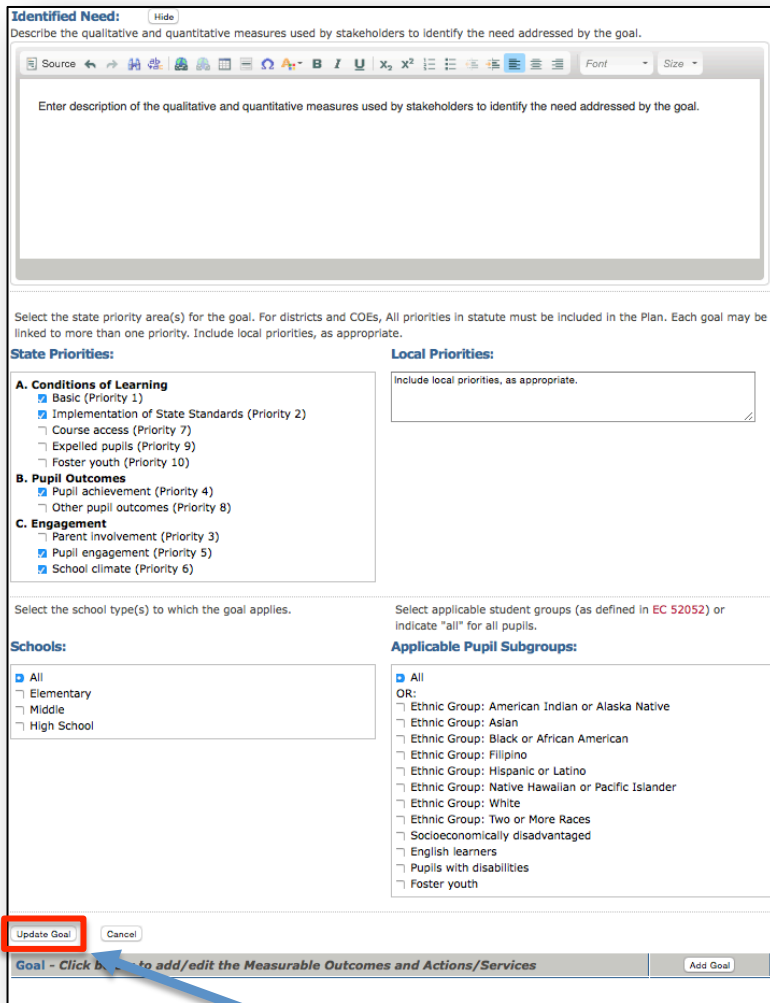
Add your goal statement to the text box.



Then, proceed to the Identified Need area. You may need to click on the Show button to display the text box for Identified Need.

## Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators (Continued)

Enter the Identified Need that this goal addresses, including a description of the supporting data. Then proceed to the next areas for **State Priorities, Local Priorities, Schools, and Applicable Pupil Subgroups**.



**Identified Need:** Hide

Describe the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

Enter description of the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

Select the state priority area(s) for the goal. For districts and COEs, All priorities in statute must be included in the Plan. Each goal may be linked to more than one priority. Include local priorities, as appropriate.

**State Priorities:**

**A. Conditions of Learning**

- Basic (Priority 1)
- Implementation of State Standards (Priority 2)
  - Course access (Priority 7)
  - Expelled pupils (Priority 9)
  - Foster youth (Priority 10)

**B. Pupil Outcomes**

- Pupil achievement (Priority 4)
- Other pupil outcomes (Priority 8)

**C. Engagement**

- Parent involvement (Priority 3)
- Pupil engagement (Priority 5)
- School climate (Priority 6)

Select the school type(s) to which the goal applies.

**Schools:**

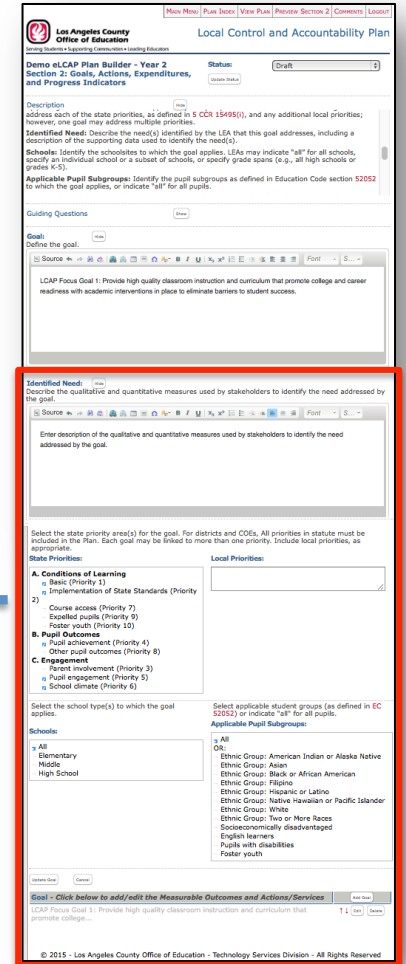
- All
- Elementary
- Middle
- High School

Select applicable student groups (as defined in EC 52052) or Indicate "all" for all pupils.

**Applicable Pupil Subgroups:**

- All
- OR:
- Ethnic Group: American Indian or Alaska Native
- Ethnic Group: Asian
- Ethnic Group: Black or African American
- Ethnic Group: Filipino
- Ethnic Group: Hispanic or Latino
- Ethnic Group: Native Hawaiian or Pacific Islander
- Ethnic Group: White
- Ethnic Group: Two or More Races
- Socioeconomically disadvantaged
- English learners
- Pupils with disabilities
- Foster youth

Goal - Click below to add/edit the Measurable Outcomes and Actions/Services



**Local Control and Accountability Plan**

**Demo eCAP Plan Builder - Year 2** Section 2: Goals, Actions, Expenditures, and Progress Indicators Status: Draft

**Description:** address each of the state priorities, as defined in 5 CCR 154950, and any additional local priorities; however, one goal may address multiple priorities.

**Identified Need:** Describe the need(s) identified by the LEA that this goal addresses, including a description of the supporting data used to identify the need(s).

**Schools:** Identify the school(s) to which the goal applies. LEAs may indicate "all" for all schools, specify an individual school or a subset of schools, or specify grade spans (e.g., all high schools or grades K-5).

**Applicable Pupil Subgroups:** Identify the pupil subgroups as defined in Education Code section 52052 to which the goal applies, or indicate "all" for all pupils.

**Guiding Questions**

**Goal:** Define the goal.

LCAP Focus Goal 1: Provide high quality classroom instruction and curriculum that promote college and career readiness with academic interventions in place to eliminate barriers to student success.

**Identified Need:** Describe the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

Enter description of the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

Select the state priority area(s) for the goal. For districts and COEs, All priorities in statute must be included in the Plan. Each goal may be linked to more than one priority. Include local priorities, as appropriate.

**State Priorities:**

**A. Conditions of Learning**

- Basic (Priority 1)
- Implementation of State Standards (Priority 2)
  - Course access (Priority 7)
  - Expelled pupils (Priority 9)
  - Foster youth (Priority 10)

**B. Pupil Outcomes**

- Pupil achievement (Priority 4)
- Other pupil outcomes (Priority 8)

**C. Engagement**

- Parent involvement (Priority 3)
- Pupil engagement (Priority 5)
- School climate (Priority 6)

Select the school type(s) to which the goal applies.

**Schools:**

- All
- Elementary
- Middle
- High School

Select applicable student groups (as defined in EC 52052) or indicate "all" for all pupils.

**Applicable Pupil Subgroups:**

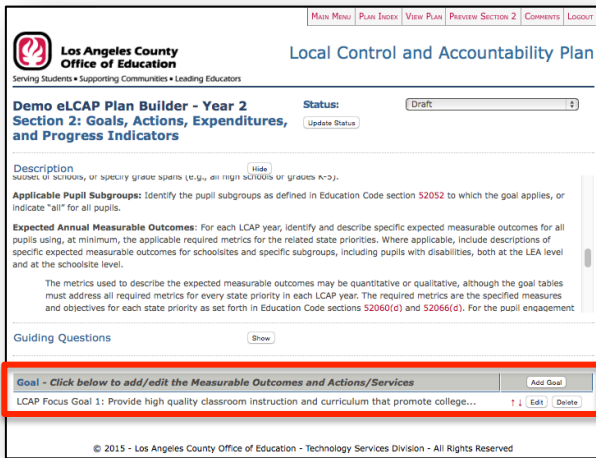
- All
- OR:
- Ethnic Group: American Indian or Alaska Native
- Ethnic Group: Asian
- Ethnic Group: Black or African American
- Ethnic Group: Filipino
- Ethnic Group: Hispanic or Latino
- Ethnic Group: Native Hawaiian or Pacific Islander
- Ethnic Group: White
- Ethnic Group: Two or More Races
- Socioeconomically disadvantaged
- English learners
- Pupils with disabilities
- Foster youth

Goal - Click below to add/edit the Measurable Outcomes and Actions/Services

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**IMPORTANT:** Click, "Update Goal" to complete editing the goal, or to save your progress. Remember to always do this before leaving the page. You can also click, "Cancel" to cancel this edit and return to the previous view.

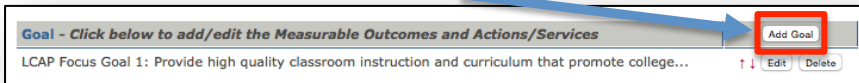
## Editing a Local Control and Accountability Plan – 2: Goals, Actions, Expenditures, and Progress Indicators (Continued)



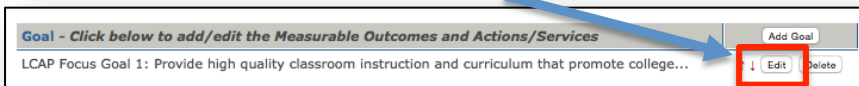
Your Goal statement will appear at the bottom of the screen.

The Goal section provides several functions.

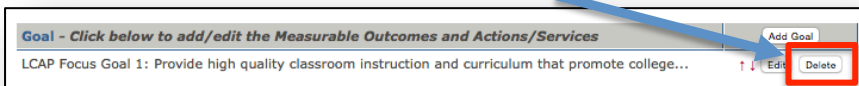
To Add a NEW Goal, click on the “Add Goal” button.



To Edit an EXISTING Goal, click on the “Edit” button.

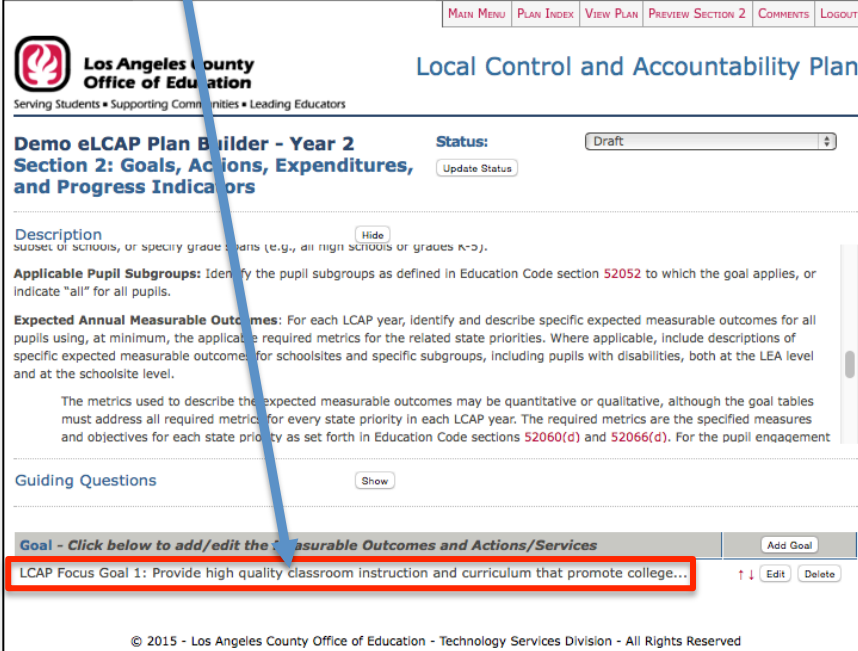


To Delete an EXISTING Goal, click on the “Delete” button.



## Editing a Local Control and Accountability Plan – 2: Goal Measurable Outcomes and Actions/Services

The next step is to Add/Edit the Measurable Outcomes and Actions/Services. Click directly on your Goal text to add/edit the Measurable Outcomes and Actions/Services.



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**Local Control and Accountability Plan**

Demo eCAP Plan Builder - Year 2  
Section 2: Goals, Actions, Expenditures, and Progress Indicators

Status: Draft [Update Status]

Description [Hide]

Applicable Pupil Subgroups: Identify the pupil subgroups as defined in Education Code section 52052 to which the goal applies, or indicate "all" for all pupils.

Expected Annual Measurable Outcomes: For each LCAP year, identify and describe specific expected measurable outcomes for all pupils using, at minimum, the applicable required metrics for the related state priorities. Where applicable, include descriptions of specific expected measurable outcomes for schoolsites and specific subgroups, including pupils with disabilities, both at the LEA level and at the schoolsite level.

Guiding Questions [Show]

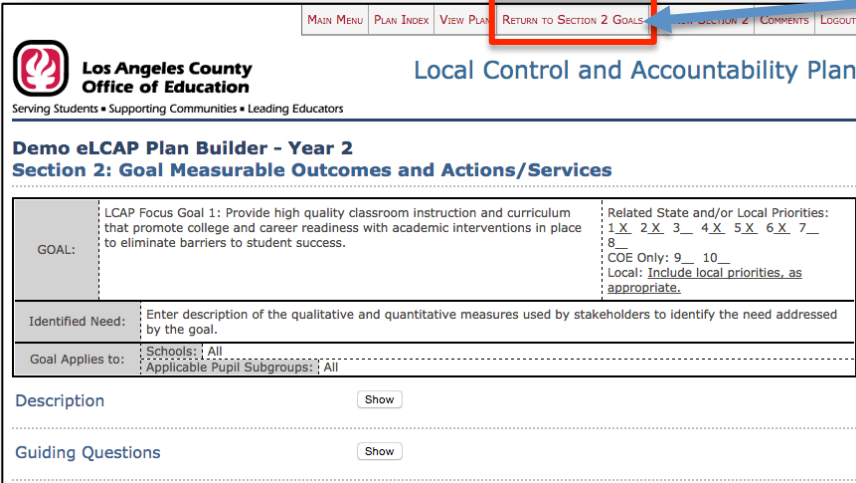
Goal - Click below to add/edit the Measurable Outcomes and Actions/Services [Add Goal]

LCAP Focus Goal 1: Provide high quality classroom instruction and curriculum that promote college... [Edit] [Delete]

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You will be taken to the Section 2: Goal Measurable Outcomes and Actions/Services page. The top of the page will give you an overview of the current Goal, along with Description and Guiding Questions sections that you can Show or Hide as needed.

You can return to the Section 2 Goals page at any time by clicking on the Return to Section 2 Goals link.



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**Local Control and Accountability Plan**

Demo eCAP Plan Builder - Year 2  
Section 2: Goal Measurable Outcomes and Actions/Services

GOAL: LCAP Focus Goal 1: Provide high quality classroom instruction and curriculum that promote college and career readiness with academic interventions in place to eliminate barriers to student success.

Identified Need: Enter description of the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

Goal Applies to: Schools: All  
Applicable Pupil Subgroups: All

Description [Show]

Guiding Questions [Show]

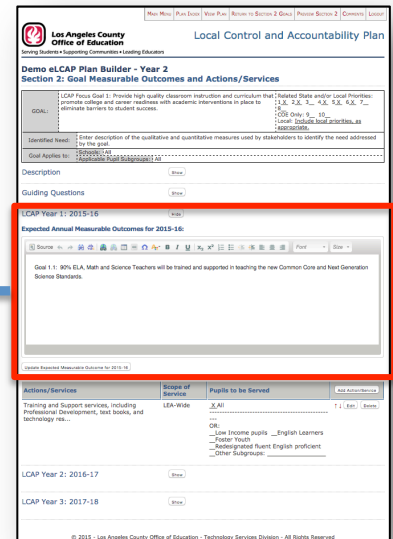
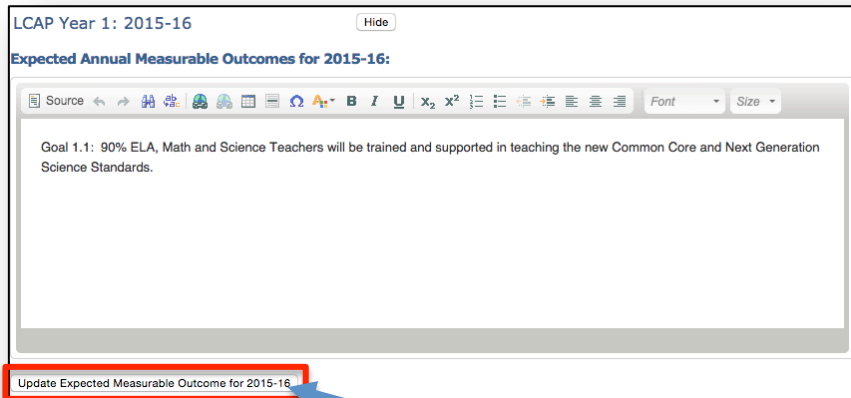
Related State and/or Local Priorities:  
1\_X 2\_X 3\_\_ 4\_X 5\_X 6\_X 7\_\_ 8\_\_  
COE Only: 9\_\_ 10\_\_  
Local: include local priorities, as appropriate.

RETURN TO SECTION 2 GOALS



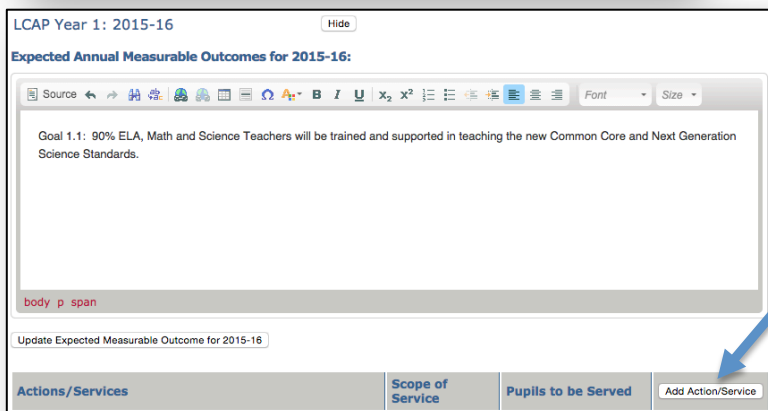
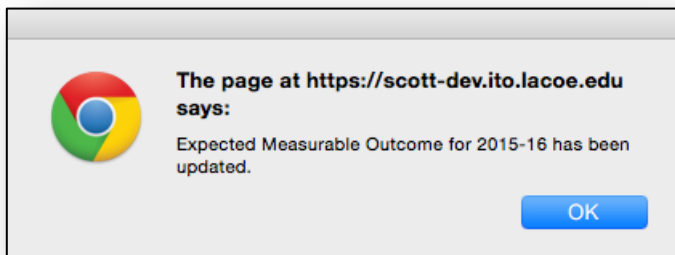
## Editing a Local Control and Accountability Plan – 2: Goal Measurable Outcomes and Actions/Services (Continued)

The next area on the Section 2: Goal Measurable Outcomes and Actions/Services page is where you will add a description of the Expected Annual Measurable Outcomes for the year specified. You may Hide or Show this section at any time.



**IMPORTANT:** Click, “Update Expected Measurable Outcome” to complete editing this Measurable Outcomes entry, or to save your progress. Remember to always do this before leaving the page. Due to the nature of this page, you may see several areas that will need to be saved individually. As a general rule, if you are editing a section that has an “Update” button below it, make sure to click it and save your work frequently.

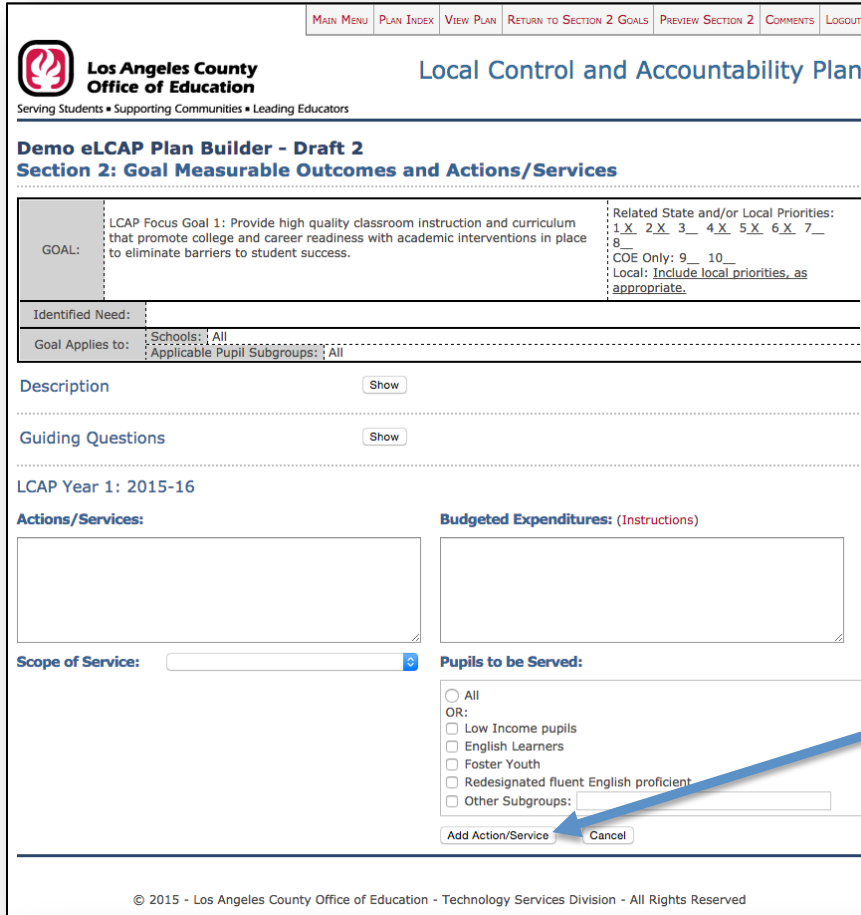
You should see a popup window advising you that the section has been updated.



Next, you may add Actions and Services by clicking on the Add Action/Service button.

## Editing a Local Control and Accountability Plan – 2: Goal Measurable Outcomes and Actions/Services (Continued)

The text box that contains the Measurable Outcomes text is replaced by areas for you to enter Actions/Services, Budgeted Expenditures, Scope of Service, and Pupils to be Served.



MAIN MENU PLAN INDEX VIEW PLAN RETURN TO SECTION 2 GOALS PREVIEW SECTION 2 COMMENTS LOGOUT

**Los Angeles County Office of Education**  
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**Local Control and Accountability Plan**

**Demo eLCA Plan Builder - Draft 2**  
**Section 2: Goal Measurable Outcomes and Actions/Services**

GOAL: LCAP Focus Goal 1: Provide high quality classroom instruction and curriculum that promote college and career readiness with academic interventions in place to eliminate barriers to student success.

Identified Need:

Goal Applies to: Schools: All  
Applicable Pupil Subgroups: All

Related State and/or Local Priorities:  
1 X 2 X 3 4 X 5 X 6 X 7 8  
COE Only: 9 10  
Local: Include local priorities, as appropriate.

Description

Guiding Questions

LCAP Year 1: 2015-16

**Actions/Services:**

**Budgeted Expenditures: (Instructions)**

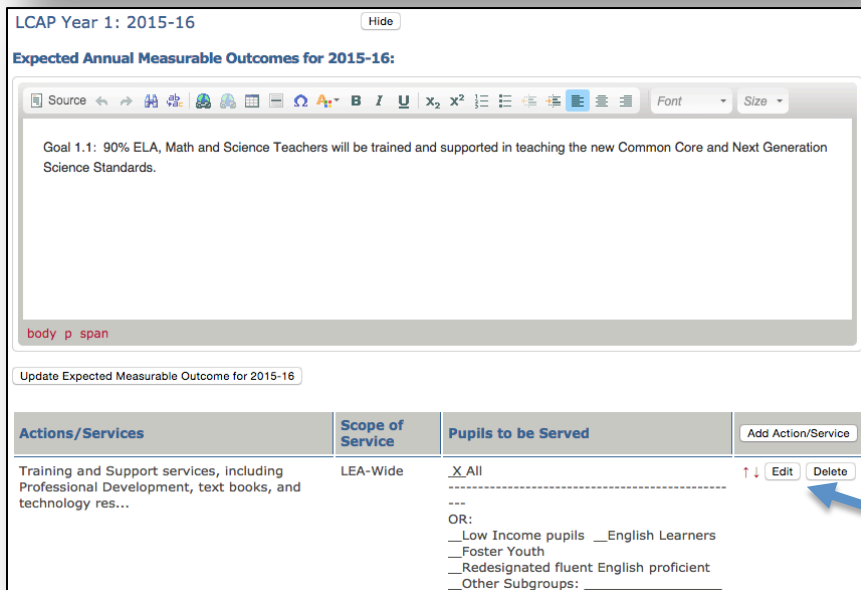
**Scope of Service:**

**Pupils to be Served:**

All  
OR:  
 Low Income pupils  
 English Learners  
 Foster Youth  
 Redesignated fluent English proficient  
 Other Subgroups:

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Enter the appropriate information and click on the “Add Action/Service” button.



LCAP Year 1: 2015-16

**Expected Annual Measurable Outcomes for 2015-16:**

Goal 1.1: 90% ELA, Math and Science Teachers will be trained and supported in teaching the new Common Core and Next Generation Science Standards.

body p span

Update Expected Measurable Outcome for 2015-16

Actions/Services	Scope of Service	Pupils to be Served	
Training and Support services, including Professional Development, text books, and technology res...	LEA-Wide	X All ----- OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups: _____	<input type="button" value="Add Action/Service"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

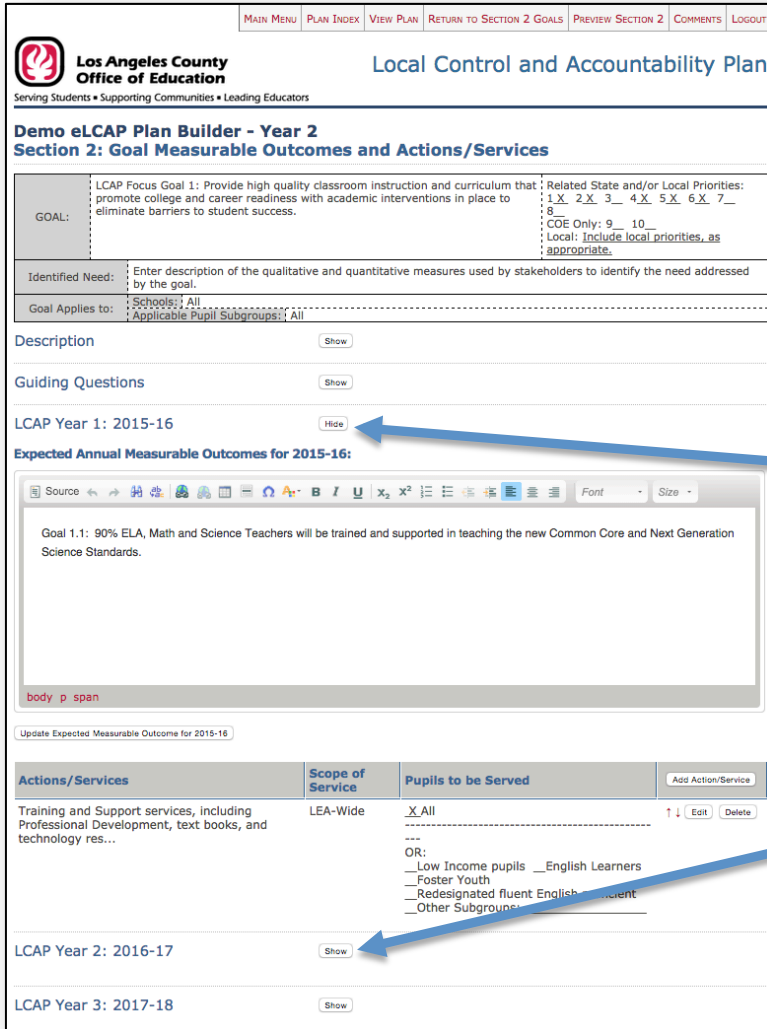
The Expected Annual Measurable Outcome text box returns and you are shown a listing of the Actions/Services that you just entered.

You may Add another Action or Service, or Edit or Delete an existing Action and Service by clicking on the appropriate button.



## Editing a Local Control and Accountability Plan – 2: Goal Measurable Outcomes and Actions/Services (Continued)

If you are finished with the eLCAP Year 1 Measurable Outcomes, you can work on the next two years of your three-year plan.



MAIN MENU | PLAN INDEX | VIEW PLAN | RETURN TO SECTION 2 GOALS | PREVIEW SECTION 2 | COMMENTS | LOGOUT

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**Local Control and Accountability Plan**

**Demo eLCAP Plan Builder - Year 2**  
**Section 2: Goal Measurable Outcomes and Actions/Services**

**GOAL:** LCAP Focus Goal 1: Provide high quality classroom instruction and curriculum that promote college and career readiness with academic interventions in place to eliminate barriers to student success.  
Related State and/or Local Priorities: 1\_X 2\_X 3\_\_ 4\_X 5\_X 6\_X 7\_\_ 8\_\_  
COE Only: 9\_\_ 10\_\_  
Local: Include local priorities, as appropriate.

**Identified Need:** Enter description of the qualitative and quantitative measures used by stakeholders to identify the need addressed by the goal.

**Goal Applies to:** Schools: All  
Applicable Pupil Subgroups: All

**Description**

**Guiding Questions**

**LCAP Year 1: 2015-16**

**Expected Annual Measurable Outcomes for 2015-16:**

Goal 1.1: 90% ELA, Math and Science Teachers will be trained and supported in teaching the new Common Core and Next Generation Science Standards.

**Actions/Services**

Actions/Services	Scope of Service	Pupils to be Served	
Training and Support services, including Professional Development, text books, and technology res...	LEA-Wide	<input checked="" type="checkbox"/> All ----- OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English student <input type="checkbox"/> Other Subgroups	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**LCAP Year 2: 2016-17**

**LCAP Year 3: 2017-18**

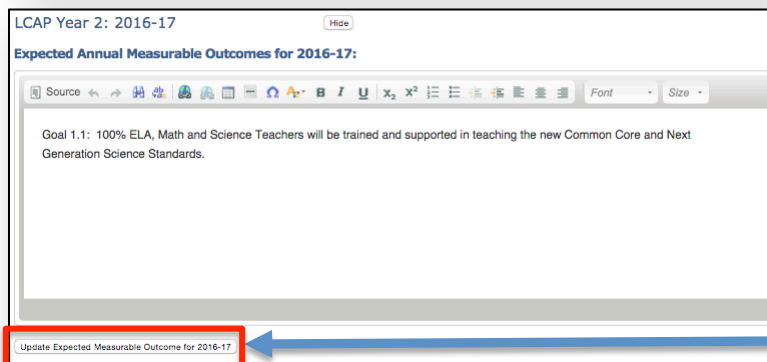
**Update Expected Measurable Outcome for 2016-17**

To make it easier to view, you can Hide the current year.

Show the next year by clicking on the appropriate "Hide" or "Show" button.

Follow the same process to describe your Annual Measurable Outcomes for the Years 2 and 3.

**IMPORTANT:** Make sure to save your information by clicking on the "Update Expected Measurable Outcome" button.



**LCAP Year 2: 2016-17**

**Expected Annual Measurable Outcomes for 2016-17:**

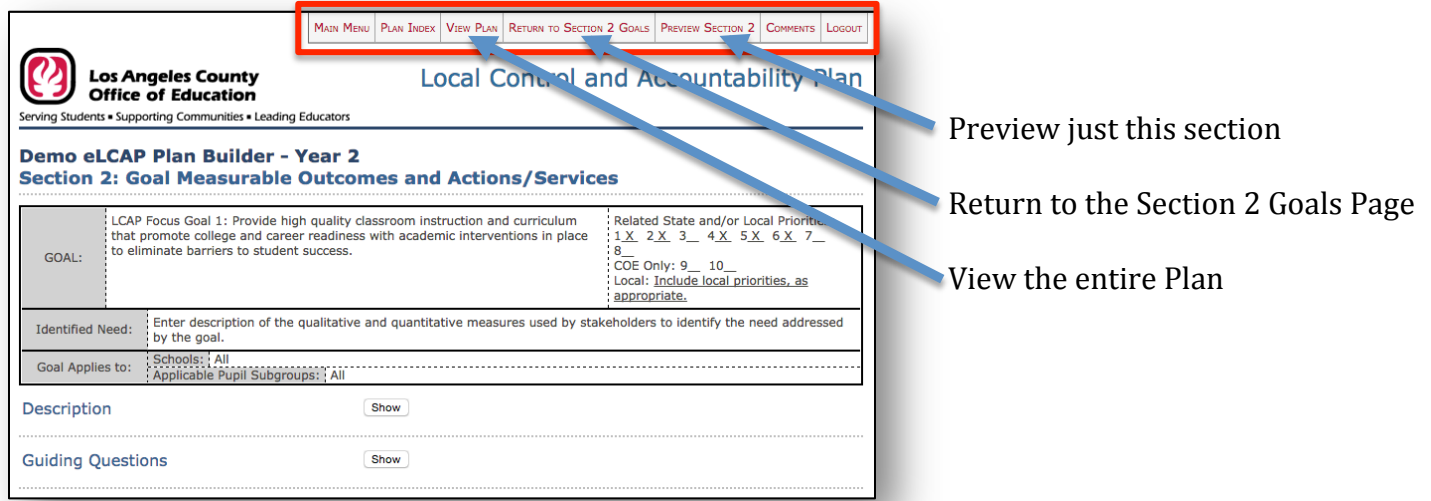
Goal 1.1: 100% ELA, Math and Science Teachers will be trained and supported in teaching the new Common Core and Next Generation Science Standards.

**Update Expected Measurable Outcome for 2016-17**

## Preview Section 2, Return to Section 2 Goals, and View Plan

It is important to realize that you are working in a plan “builder” application. The tools are designed to help you enter information in an organized way. The eLCAP Plan Builder will then format your entries into the California State Board of Education approved template. At any time while working, you may wish to see what this section, or your entire plan currently looks like. With this in mind, the eLCAP Plan Builder provides preview and navigation links at the top of every page.


In addition to returning to the Main Menu or the Plan Index, you can:



The screenshot shows the top navigation bar of the eLCAP Plan Builder. A red box highlights the navigation links: MAIN MENU, PLAN INDEX, VIEW PLAN, RETURN TO SECTION 2 GOALS, PREVIEW SECTION 2, COMMENTS, and LOGOUT. Three blue arrows point from text labels on the right to the corresponding links: 'Preview just this section' points to 'PREVIEW SECTION 2', 'Return to the Section 2 Goals Page' points to 'RETURN TO SECTION 2 GOALS', and 'View the entire Plan' points to 'VIEW PLAN'. Below the navigation bar, the page content includes the Los Angeles County Office of Education logo, the title 'Local Control and Accountability Plan', and a section titled 'Demo eLCAP Plan Builder - Year 2 Section 2: Goal Measurable Outcomes and Actions/Services'. The main content area contains a table with goal information, including 'Identified Need', 'Goal Applies to', 'Description', and 'Guiding Questions', each with a 'Show' button.

## Editing a Local Control and Accountability Plan – 2: Annual Update

eLCAP provides a section to enter Annual Update information. Annual Update comes under Section 2: Goals, Actions, Expenditures, and Progress Indicators.



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**Demo eLCAP Plan Builder - Draft 3**  
Plan Index

**District or COE:** Los Angeles County Office of Education    **LCAP Years:** July 1, 2015 - June 30, 2018  
**Title:** Demo eLCAP Plan Builder - Draft 3    **Created:** 03/12/2015 2:59 PM  
**Type:** County Office of Education    **Last Activity:** 03/12/2015 4:00 PM

Copy Plan ...    Delete Plan ...

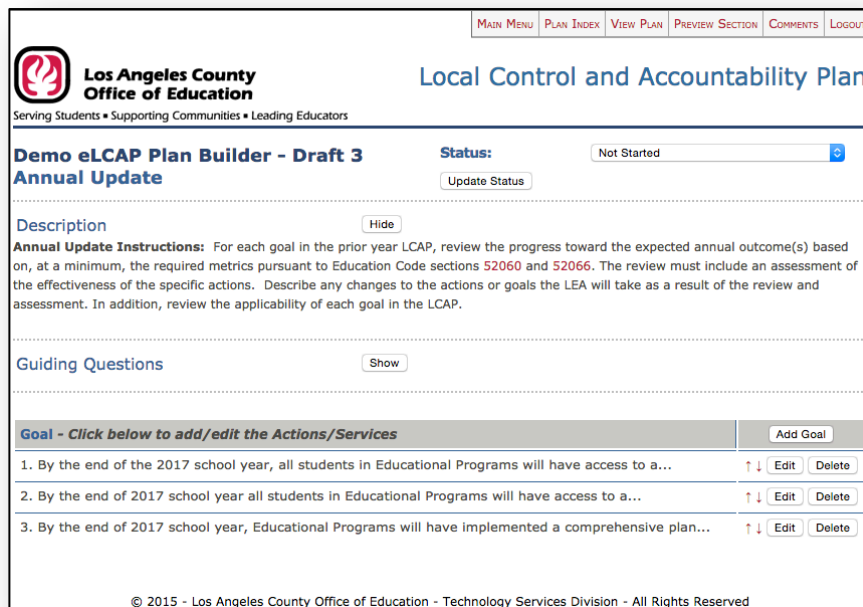
\* - Section has open comments

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1. Stakeholder Engagement	Draft	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Draft	<a href="#">Edit Section</a>
Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Draft	<a href="#">Edit Section</a>

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Click "Edit Section" for Annual Update

You are taken to the Annual Update page, which is a part of Section 2.



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**Demo eLCAP Plan Builder - Draft 3**  
**Annual Update**

**Status:** Not Started    Update Status

**Description**    Hide

**Annual Update Instructions:** For each goal in the prior year LCAP, review the progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to Education Code sections 52060 and 52066. The review must include an assessment of the effectiveness of the specific actions. Describe any changes to the actions or goals the LEA will take as a result of the review and assessment. In addition, review the applicability of each goal in the LCAP.

**Guiding Questions**    Show

Goal - Click below to add/edit the Actions/Services	
1. By the end of the 2017 school year, all students in Educational Programs will have access to a...	↑ ↓ <a href="#">Edit</a> <a href="#">Delete</a>
2. By the end of 2017 school year all students in Educational Programs will have access to a...	↑ ↓ <a href="#">Edit</a> <a href="#">Delete</a>
3. By the end of 2017 school year, Educational Programs will have implemented a comprehensive plan...	↑ ↓ <a href="#">Edit</a> <a href="#">Delete</a>

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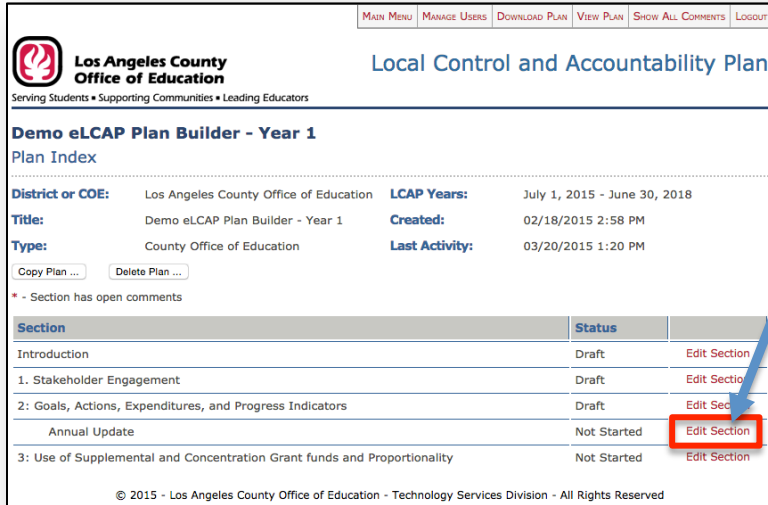
Similar to adding and editing Goals in Section 2, there are several functions that you can work on from this view.

In this view, we can see goals that were present in the previous year's LCAP plan.

If you created a plan from an existing eLCAP, you will see that Goals, Expected Annual Measurable Outcomes, Actions/Services and Expenditures will be prepopulated.

## The eLCAP Annual Update Process – Using eLCAP Plan Builder for the First Time

If this is the first time that you are using the eLCAP Plan Builder, but need to add Annual Update information from a plan that was not created in eLCAP, click on Edit Section for Annual Update from the Plan Index page.



Local Control and Accountability Plan

Demo eLCAP Plan Builder - Year 1  
Plan Index

District or COE: Los Angeles County Office of Education LCAP Years: July 1, 2015 - June 30, 2018  
Title: Demo eLCAP Plan Builder - Year 1 Created: 02/18/2015 2:58 PM  
Type: County Office of Education Last Activity: 03/20/2015 1:20 PM

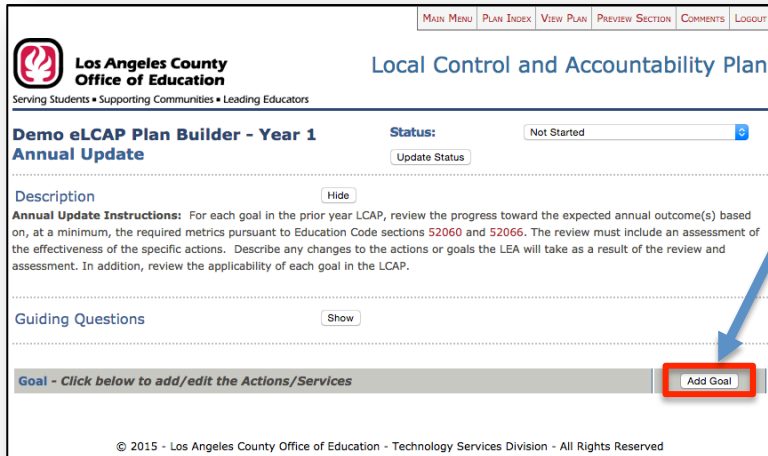
Copy Plan ... Delete Plan ...

\* - Section has open comments

Section	Status	
Introduction	Draft	Edit Section
1. Stakeholder Engagement	Draft	Edit Section
2: Goals, Actions, Expenditures, and Progress Indicators	Draft	Edit Section
Annual Update	Not Started	Edit Section
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	Edit Section

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From the Annual Update Page, click to Add a Goal from the previous year's LCAP.



Local Control and Accountability Plan

Demo eLCAP Plan Builder - Year 1  
Annual Update

Status: Not Started  
Update Status

Description

**Annual Update Instructions:** For each goal in the prior year LCAP, review the progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to Education Code sections 52060 and 52066. The review must include an assessment of the effectiveness of the specific actions. Describe any changes to the actions or goals the LEA will take as a result of the review and assessment. In addition, review the applicability of each goal in the LCAP.

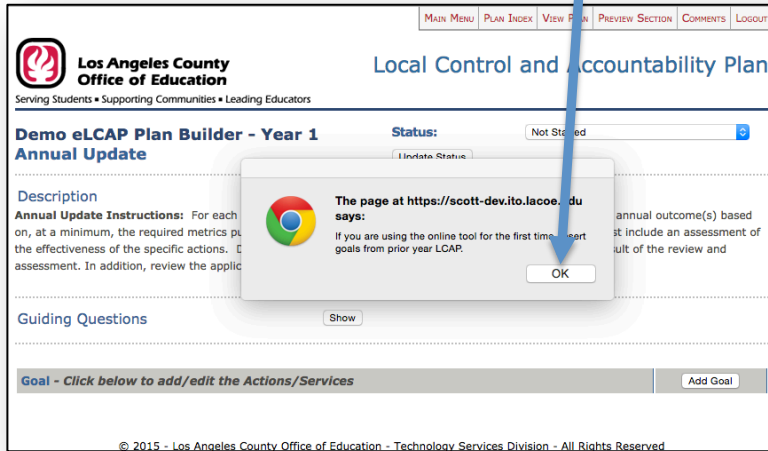
Guiding Questions

Goal - Click below to add/edit the Actions/Services

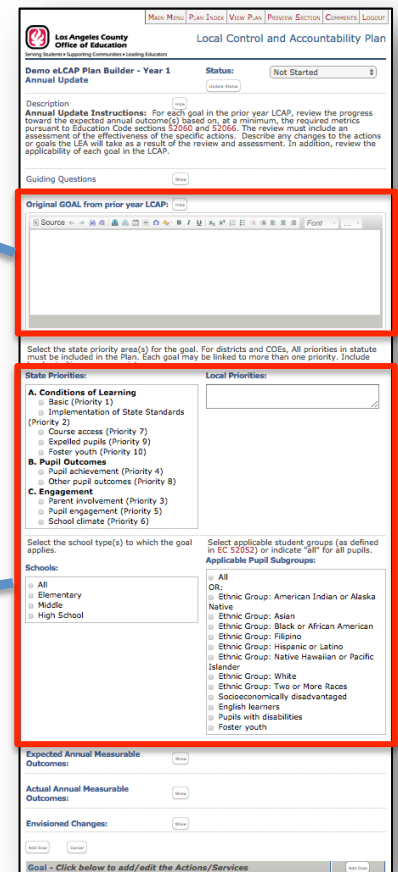
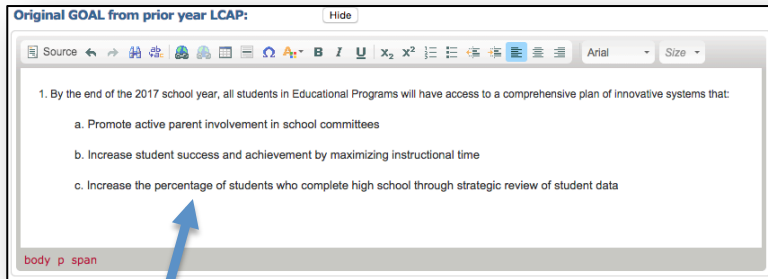
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## The eLCAP Annual Update Process – Using eLCAP Plan Builder for the First Time (Continued)

You will see a message pop up, letting you know that, “If you are using the online tool for the first time, insert goals from prior year LCAP.” Click “OK” to continue.

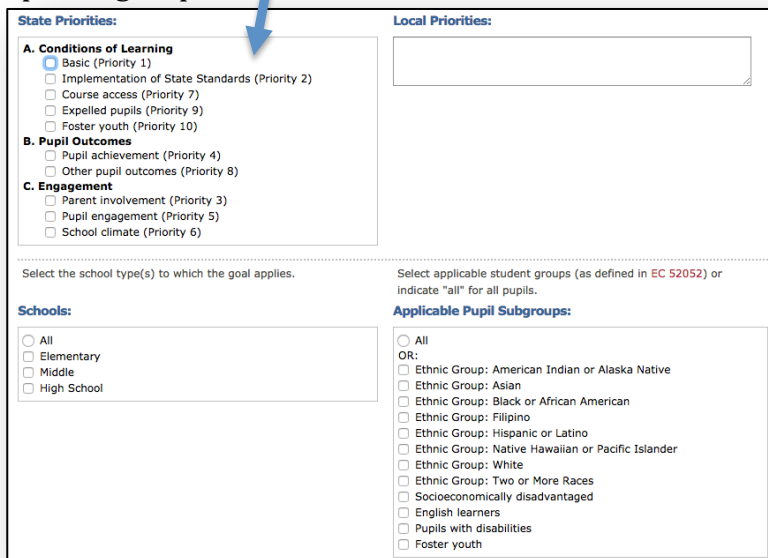


Areas will appear where you can enter an Original Goal from a prior year LCAP. This section is similar to Section 2, where you added Goals for the current year.



Fill in the Goal statement.

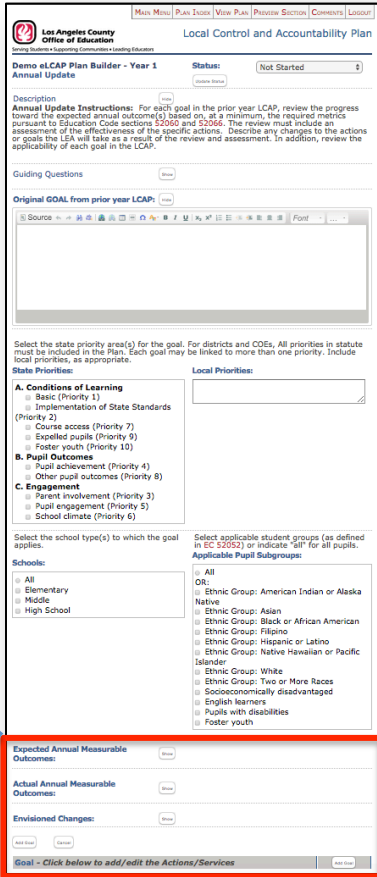
Then, fill in the State Priorities, Local Priorities, Schools, and Applicable Pupil Subgroups.



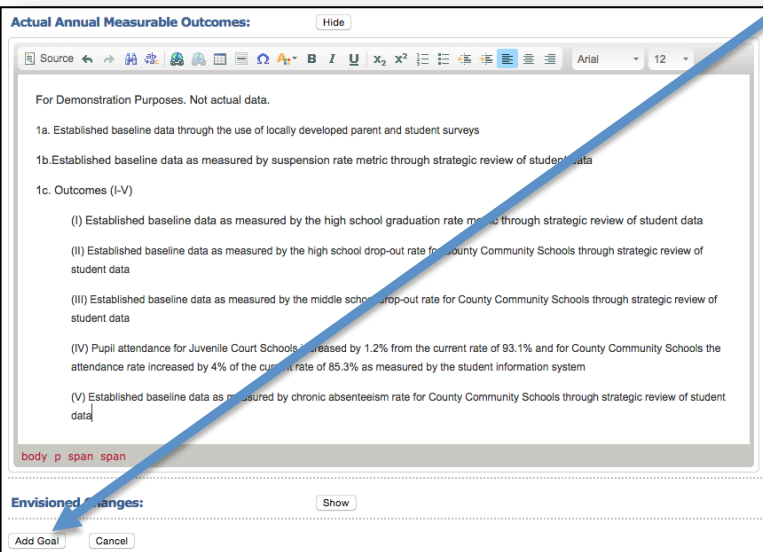
## The eLCAP Annual Update Process

First time users need to fill in the Expected Annual Measurable Outcomes, and Actual Annual Measurable Outcomes by using the “Show” button by each choice.

Existing users need to add Actual Annual Measurable Outcomes.



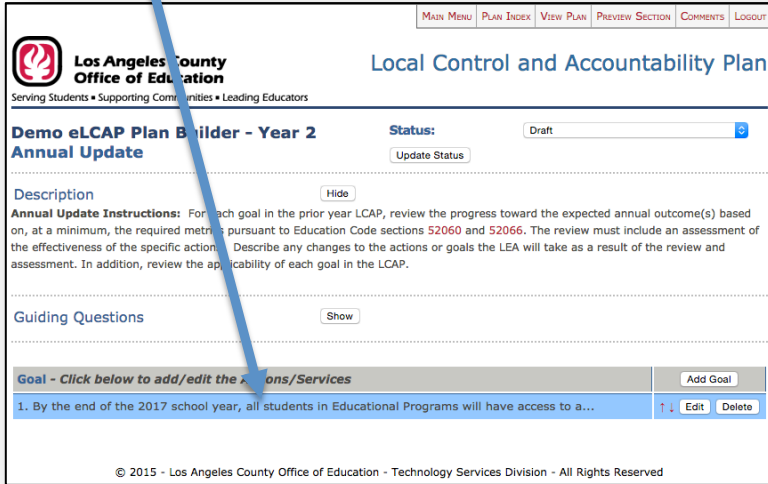

After adding information to each of the requested fields, click “Add Goal” to save your goal in the Annual Update.





## The eLCAP Annual Update Process (Continued)

You will be taken back to the Annual Update page.  
Click on a goal to access the Goal Actions/Services page for that goal.



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**Demo eLCAP Plan Builder - Year 2 Annual Update** Status: Draft

Description

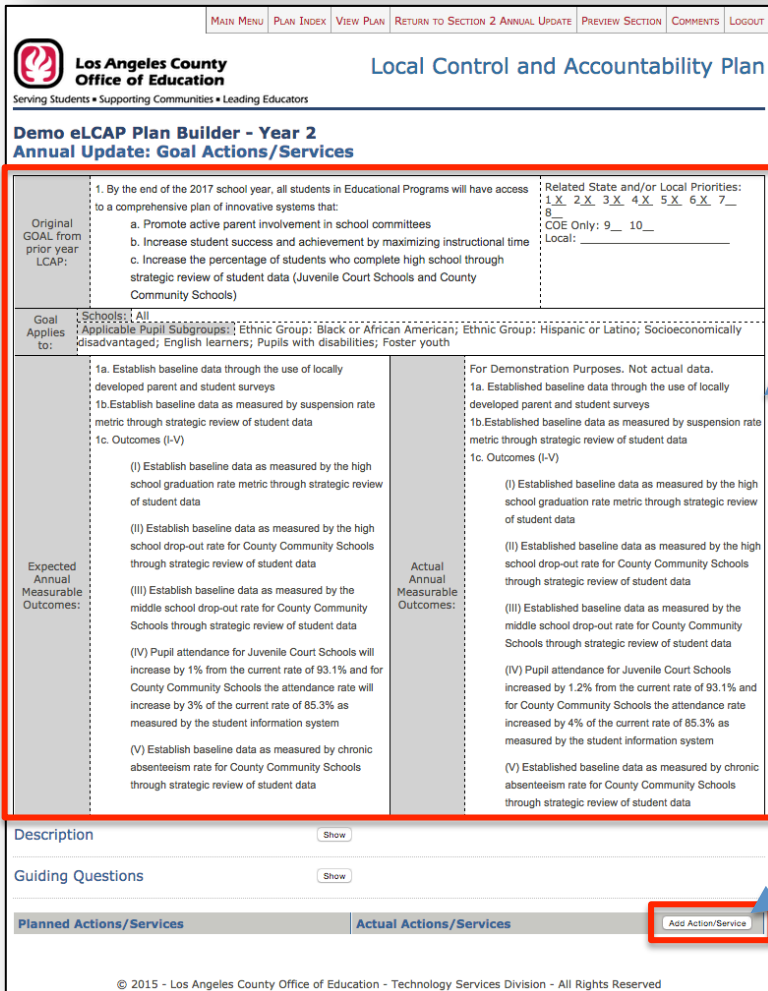
**Annual Update Instructions:** For each goal in the prior year LCAP, review the progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to Education Code sections 52060 and 52066. The review must include an assessment of the effectiveness of the specific action. Describe any changes to the actions or goals the LEA will take as a result of the review and assessment. In addition, review the applicability of each goal in the LCAP.

Guiding Questions

Goal - Click below to add/edit the Actions/Services

1. By the end of the 2017 school year, all students in Educational Programs will have access to a...	Edit	Delete
--	------	--------

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**Demo eLCAP Plan Builder - Year 2 Annual Update: Goal Actions/Services**

Original GOAL from prior year LCAP:	1. By the end of the 2017 school year, all students in Educational Programs will have access to a comprehensive plan of innovative systems that: a. Promote active parent involvement in school committees b. Increase student success and achievement by maximizing instructional time c. Increase the percentage of students who complete high school through strategic review of student data (Juvenile Court Schools and County Community Schools)	Related State and/or Local Priorities: 1. <input checked="" type="checkbox"/> 2. <input checked="" type="checkbox"/> 3. <input checked="" type="checkbox"/> 4. <input checked="" type="checkbox"/> 5. <input checked="" type="checkbox"/> 6. <input checked="" type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> COE Only: 9. <input type="checkbox"/> 10. <input type="checkbox"/> Local: _____
Goal Applies to:	Schools: All Applicable Pupil Subgroups: Ethnic Group: Black or African American; Ethnic Group: Hispanic or Latino; Socioeconomically disadvantaged; English learners; Pupils with disabilities; Foster youth	
Expected Annual Measurable Outcomes:	1a. Establish baseline data through the use of locally developed parent and student surveys 1b. Establish baseline data as measured by suspension rate metric through strategic review of student data 1c. Outcomes (I-V) (I) Establish baseline data as measured by the high school graduation rate metric through strategic review of student data (II) Establish baseline data as measured by the high school drop-out rate for County Community Schools through strategic review of student data (III) Establish baseline data as measured by the middle school drop-out rate for County Community Schools through strategic review of student data (IV) Pupil attendance for Juvenile Court Schools will increase by 1% from the current rate of 93.1% and for County Community Schools the attendance rate will increase by 3% of the current rate of 85.3% as measured by the student information system (V) Establish baseline data as measured by chronic absenteeism rate for County Community Schools through strategic review of student data	Actual Annual Measurable Outcomes:
Description	For Demonstration Purposes. Not actual data. 1a. Established baseline data through the use of locally developed parent and student surveys 1b. Established baseline data as measured by suspension rate metric through strategic review of student data 1c. Outcomes (I-V) (I) Established baseline data as measured by the high school graduation rate metric through strategic review of student data (II) Established baseline data as measured by the high school drop-out rate for County Community Schools through strategic review of student data (III) Established baseline data as measured by the middle school drop-out rate for County Community Schools through strategic review of student data (IV) Pupil attendance for Juvenile Court Schools increased by 1.2% from the current rate of 93.1% and for County Community Schools the attendance rate increased by 4% of the current rate of 85.3% as measured by the student information system (V) Established baseline data as measured by chronic absenteeism rate for County Community Schools through strategic review of student data	
Guiding Questions		
Planned Actions/Services	Actual Actions/Services	<b>Add Action/Service</b>

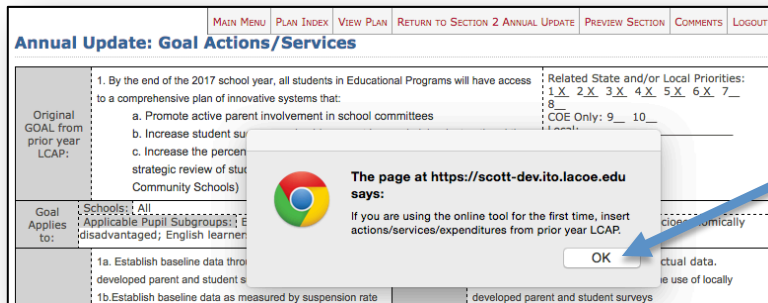
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You will see information that you added when you created the goal. This information is not editable from this page. To edit this information, you will need to return to the Annual Update page and choose "Edit" for the Goal that you would like to work on.

Click "Add Action/Service" to add an Action/Service for this goal.

## The eLCAP Annual Update Process (Continued)

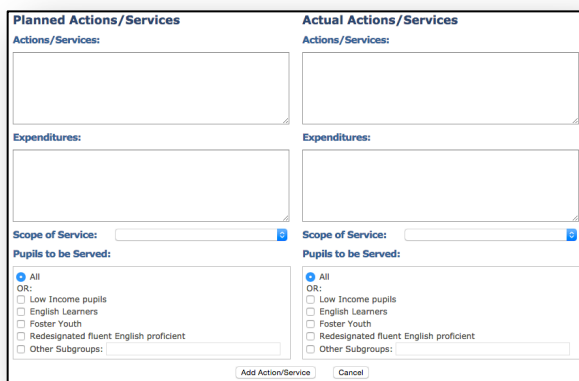
You may see a message that informs you, “If you are using the online tool for the first time, insert actions/services/expenditures from prior year LCAP.”



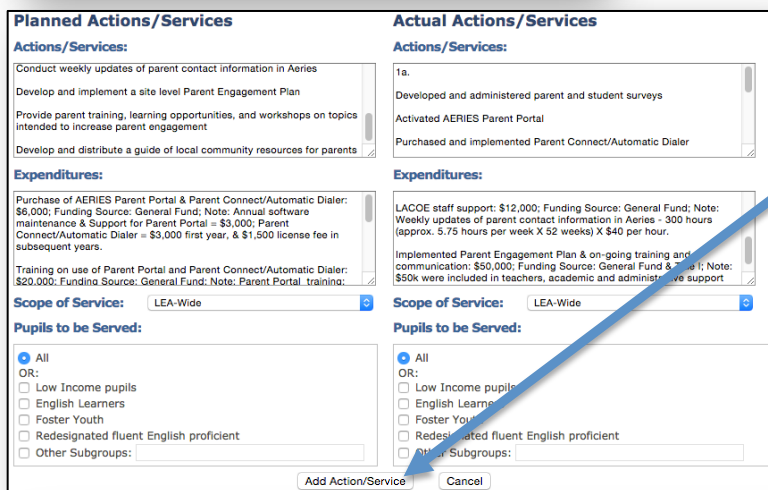
The screenshot shows the 'Annual Update: Goal Actions/Services' interface. A modal message box is displayed in the center, stating: "The page at https://scott-dev.ito.lacoe.edu says: If you are using the online tool for the first time, insert actions/services/expenditures from prior year LCAP." An 'OK' button is visible at the bottom of the modal. A blue arrow points from the text 'Click "OK" to continue' to the 'OK' button.

Click “OK” to continue

Text boxes will appear towards the bottom of the screen where you can enter the actions, services and expenditures from your prior year LCAP and record the actual implementation for the current year.

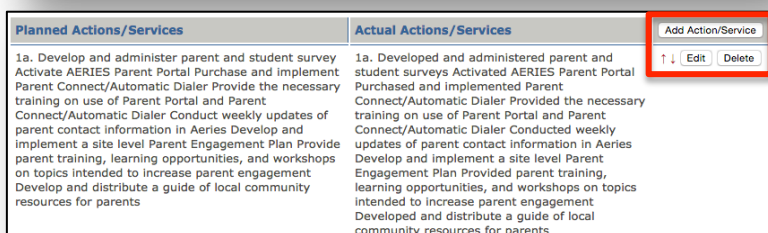


This screenshot shows two side-by-side form panels: 'Planned Actions/Services' and 'Actual Actions/Services'. Each panel has sections for 'Actions/Services', 'Expenditures', 'Scope of Service', and 'Pupils to be Served'. The 'Pupils to be Served' section includes radio buttons for 'All' and 'OR:' followed by checkboxes for 'Low Income pupils', 'English Learners', 'Foster Youth', 'Redesignated fluent English proficient', and 'Other Subgroups:'. At the bottom of each panel are 'Add Action/Service' and 'Cancel' buttons.



This screenshot shows the same form panels as above, but with content entered. The 'Planned Actions/Services' panel contains: 'Conduct weekly updates of parent contact information in Aeries', 'Develop and implement a site level Parent Engagement Plan', 'Provide parent training, learning opportunities, and workshops on topics intended to increase parent engagement', and 'Develop and distribute a guide of local community resources for parents'. The 'Actual Actions/Services' panel contains: '1a. Developed and administered parent and student surveys', 'Activated AERIES Parent Portal', and 'Purchased and implemented Parent Connect/Automatic Dialer'. A blue arrow points from the text 'Fill in the requested/appropriate information and then click the "Add Action/Service" button to save the Actions/Services information that you just entered. Existing users need to add the Actual Actions/Services.' to the 'Add Action/Service' button.

Fill in the requested/appropriate information and then click the “Add Action/Service” button to save the Actions/Services information that you just entered. Existing users need to add the Actual Actions/Services.



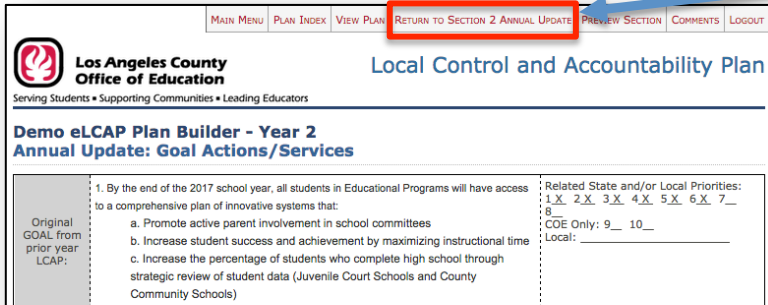
This screenshot shows a list view of the 'Planned Actions/Services' and 'Actual Actions/Services' entries. The 'Actual Actions/Services' entry for '1a. Developed and administered parent and student surveys' is highlighted with a red box around the 'Add Action/Service' button. Below the button are 'Edit' and 'Delete' options.

The Action/Service will appear in list view at the bottom of the screen with the option to “Edit,” “Delete,” or “Add” a New “Action/Service”



## The eLCAP Annual Update Process (Continued)

After adding and editing Actions/Services for your goals, click on “Return to Section 2 Annual Update” at the top of the page.



MAIN MENU | PLAN INDEX | VIEW PLAN | **RETURN TO SECTION 2 ANNUAL UPDATE** | PREVIEW SECTION | COMMENTS | LOGOUT

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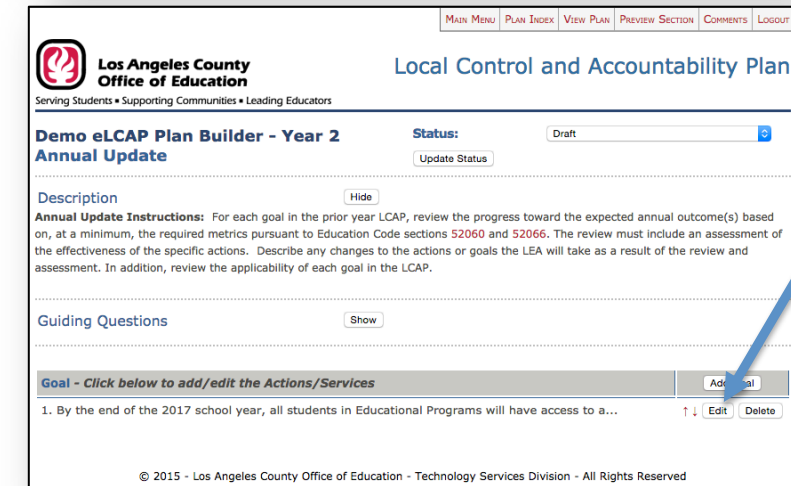
### Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Year 2 Annual Update: Goal Actions/Services**

Original GOAL from prior year LCAP: 1. By the end of the 2017 school year, all students in Educational Programs will have access to a comprehensive plan of innovative systems that:

- a. Promote active parent involvement in school committees
- b. Increase student success and achievement by maximizing instructional time
- c. Increase the percentage of students who complete high school through strategic review of student data (Juvenile Court Schools and County Community Schools)

Related State and/or Local Priorities: 1 X 2 X 3 X 4 X 5 X 6 X 7 \_  
B  
COE Only: 9 \_ 10 \_  
Local: \_\_\_\_\_



MAIN MENU | PLAN INDEX | VIEW PLAN | PREVIEW SECTION | COMMENTS | LOGOUT

Los Angeles County Office of Education  
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### Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Year 2 Annual Update** Status: Draft

Description

**Annual Update Instructions:** For each goal in the prior year LCAP, review the progress toward the expected annual outcome(s) based on, at a minimum, the required metrics pursuant to Education Code sections 52060 and 52066. The review must include an assessment of the effectiveness of the specific actions. Describe any changes to the actions or goals the LEA will take as a result of the review and assessment. In addition, review the applicability of each goal in the LCAP.

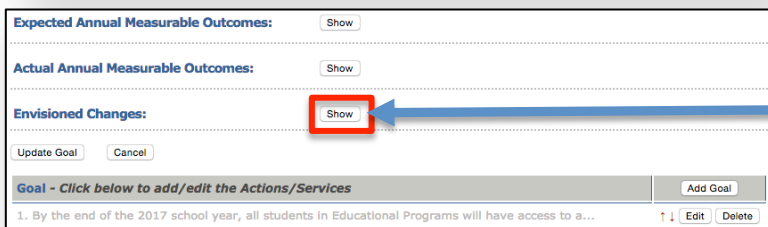
Guiding Questions

**Goal - Click below to add/edit the Actions/Services**

1. By the end of the 2017 school year, all students in Educational Programs will have access to a...

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From the Annual Update page, click the “Edit” button next to your Goal.



**Expected Annual Measurable Outcomes:**

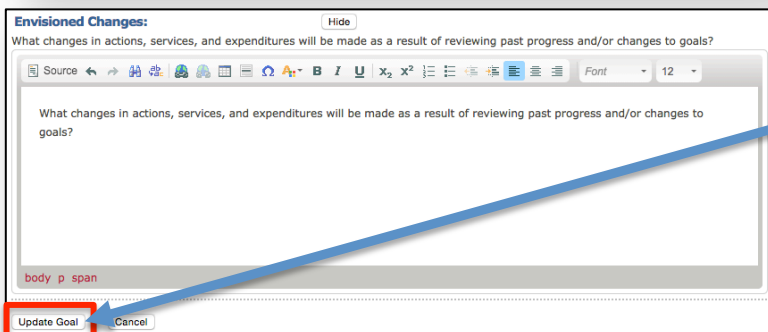
**Actual Annual Measurable Outcomes:**

**Envisioned Changes:**

**Goal - Click below to add/edit the Actions/Services**

1. By the end of the 2017 school year, all students in Educational Programs will have access to a...

Scroll to the bottom of the page and click the “Show” button for “Envisioned Changes.”



**Envisioned Changes:**

What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?

body p span

Add your Envisioned Changes for this goal and click “Update Goal” to save your information.

## The eLCAP Annual Update Process – Goal Section Functions

Similar to Section 2, the “Annual Update” Goal section provides several functions.

To Add a NEW Goal, click on the “Add Goal” button.



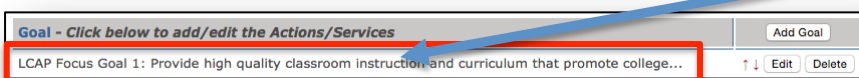
To Edit an EXISTING Goal, click on the “Edit” button.



To Delete an EXISTING Goal, click on the “Delete” button.



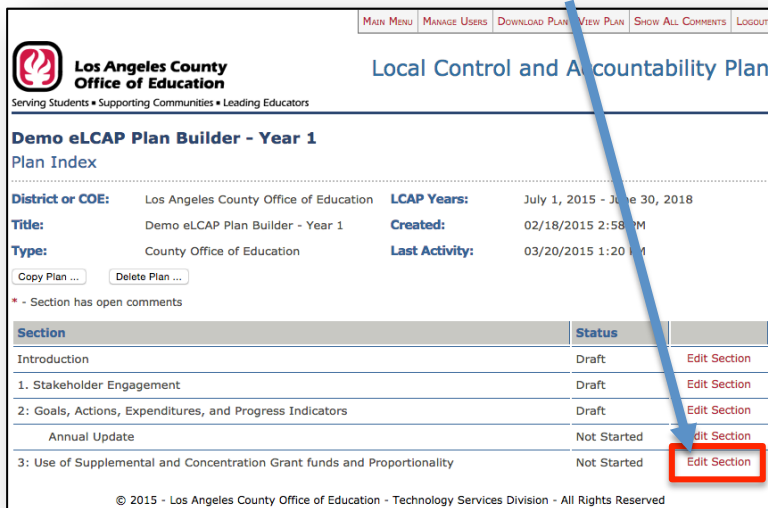
To Add/Edit the Actions/Services of an EXISTING Goal, click on the Goal text.



## Editing a Local Control and Accountability Plan: Section 3 - Use of Supplemental and Concentration Grant funds and Proportionality

In the eLCAP Plan Builder, Section 3 - Use of Supplemental and Concentration Grant funds and Proportionality, operates in a fairly straightforward manner.

From the Plan Index page, click on “Edit Section” to the right of Section 3.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Year 1**  
Plan Index

District or COE: Los Angeles County Office of Education    LCAP Years: July 1, 2015 - June 30, 2018  
 Title: Demo eLCAP Plan Builder - Year 1    Created: 02/18/2015 2:58 PM  
 Type: County Office of Education    Last Activity: 03/20/2015 1:20 PM

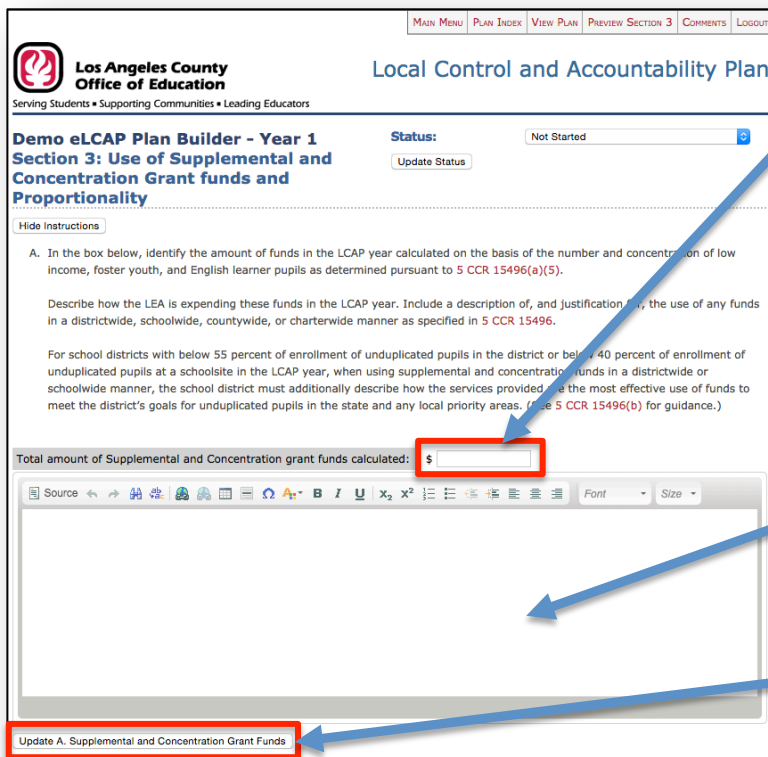
Copy Plan ...    Delete Plan ...

\* - Section has open comments

Section	Status	
Introduction	Draft	<a href="#">Edit Section</a>
1. Stakeholder Engagement	Draft	<a href="#">Edit Section</a>
2: Goals, Actions, Expenditures, and Progress Indicators	Draft	<a href="#">Edit Section</a>
Annual Update	Not Started	<a href="#">Edit Section</a>
3: Use of Supplemental and Concentration Grant funds and Proportionality	Not Started	<a href="#">Edit Section</a>

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The Section 3 eLCAP Plan Builder page is divided into two sections. Part A is for the use of Supplemental and Concentration Grant Funds.



Local Control and Accountability Plan

**Demo eLCAP Plan Builder - Year 1**  
**Section 3: Use of Supplemental and Concentration Grant funds and Proportionality**

Status: Not Started  
Update Status

Hide Instructions

A. In the box below, identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner pupils as determined pursuant to 5 CCR 15496(a)(5).  
 Describe how the LEA is expending these funds in the LCAP year. Include a description of, and justification for, the use of any funds in a districtwide, schoolwide, countywide, or charterwide manner as specified in 5 CCR 15496.  
 For school districts with below 55 percent of enrollment of unduplicated pupils in the district or below 40 percent of enrollment of unduplicated pupils at a school site in the LCAP year, when using supplemental and concentration funds in a districtwide or schoolwide manner, the school district must additionally describe how the services provided are the most effective use of funds to meet the district's goals for unduplicated pupils in the state and any local priority areas. (Use 5 CCR 15496(b) for guidance.)

Total amount of Supplemental and Concentration grant funds calculated: \$

Update A. Supplemental and Concentration Grant Funds

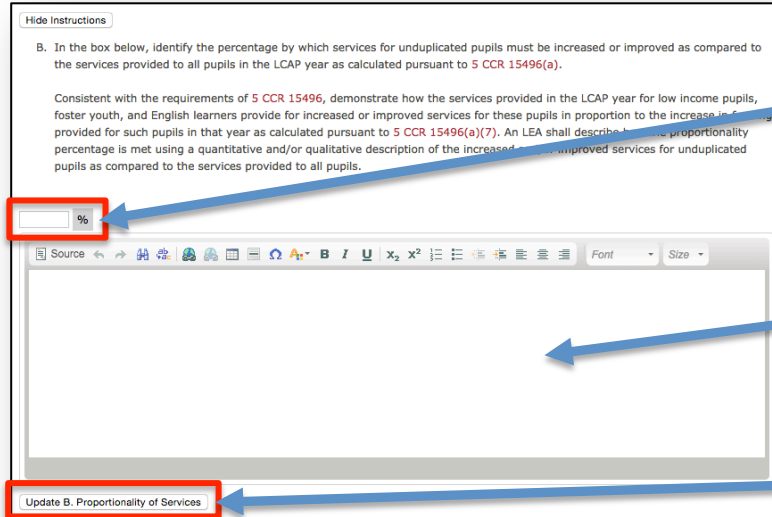
Enter the “Total amount of Supplemental and Concentration grant funds calculated” in the box provided.

In the larger text area, you will “Describe how the LEA is expending these funds in the LCAP year.”

Make sure to click on the, “Update A. Supplemental and Concentration Grant Funds” button to save your work in the eLCAP Plan Builder.

## Editing a Local Control and Accountability Plan: Section 3 (continued) - Use of Supplemental and Concentration Grant funds and Proportionality

Part B is for the Proportionality of Services.



Hide Instructions

B. In the box below, identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year as calculated pursuant to 5 CCR 15496(a).

Consistent with the requirements of 5 CCR 15496, demonstrate how the services provided in the LCAP year for low income pupils, foster youth, and English learners provide for increased or improved services for these pupils in proportion to the increase in funding provided for such pupils in that year as calculated pursuant to 5 CCR 15496(a)(7). An LEA shall describe how the proportionality percentage is met using a quantitative and/or qualitative description of the increased or improved services for unduplicated pupils as compared to the services provided to all pupils.

%

Update B. Proportionality of Services

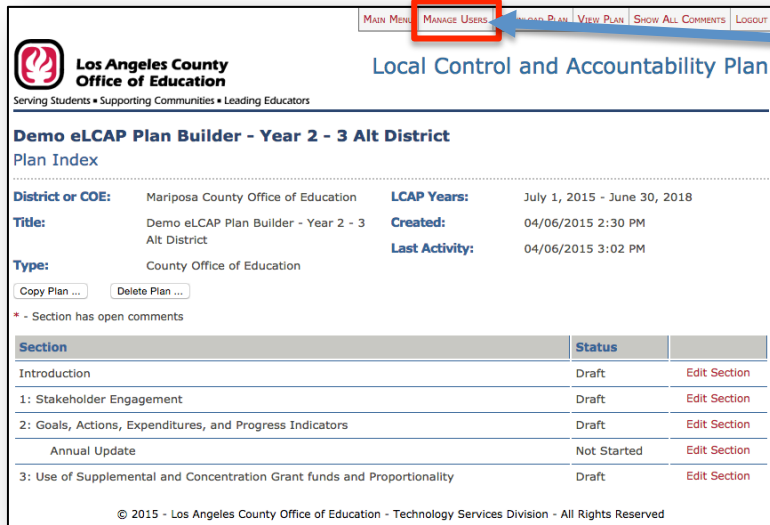
In the box provided, enter the “percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year.”

In the larger text area, you will address the specific topics discussed in the Instructions that are located just above the text area.

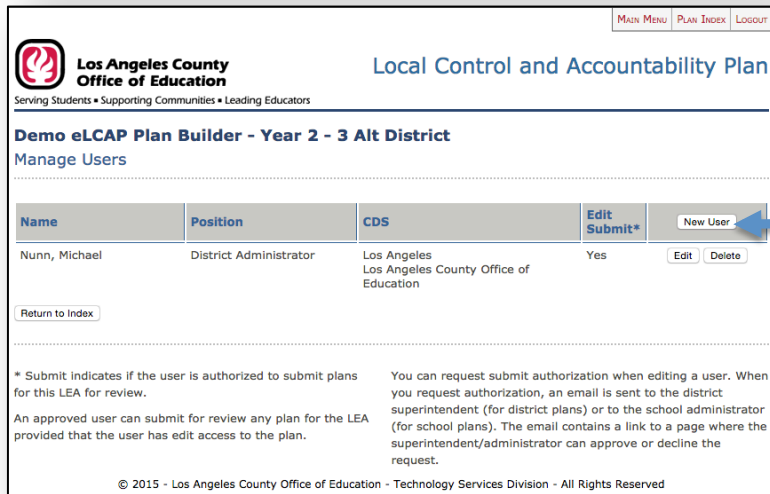
Make sure to click on the, “Update B. Proportionality of Services” button to save your work in the eLCAP Plan Builder.

## Managing Users

The Local Control and Accountability Plan Builder allows multiple users to be associated to a single eLCAP.

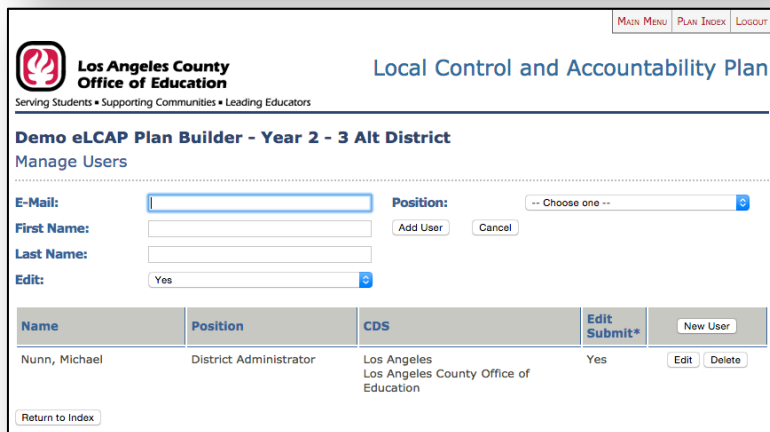


On the Plan Index page, click “Manage Users.”



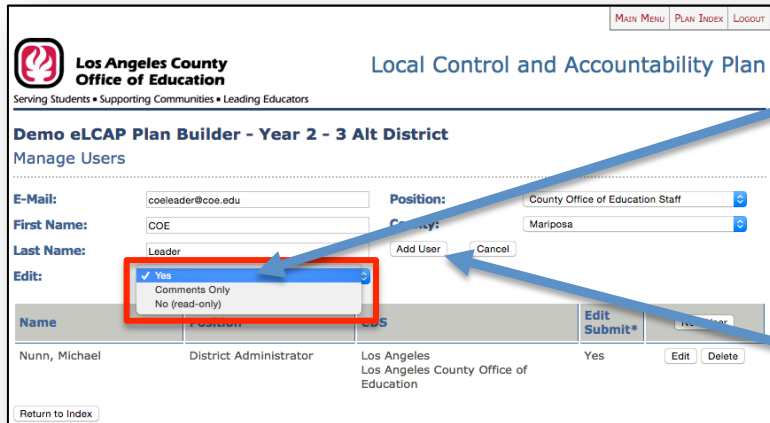
Currently, there is only one user associated to this eLCAP.  
Click “New User” to add a new user to the plan.

Name	Position	CDS	Edit Submit*	New User
Nunn, Michael	District Administrator	Los Angeles Los Angeles County Office of Education	Yes	Edit   Delete



Enter the requested information for the new eLCAP user.

## Managing Users (continued)



**Local Control and Accountability Plan**

**Demo eLCAP Plan Builder - Year 2 - 3 Alt District**

Manage Users

E-Mail:  Position:

First Name:  County:

Last Name:  Add User Cancel

Edit:  Comments Only No (read-only)

Name	Position	CDS	Edit Submit*	
Nunn, Michael	District Administrator	Los Angeles Los Angeles County Office of Education	Yes	Edit Delete

Return to Index

You have three choices for the user's editing rights.

- Yes *full editing rights*
- Comments Only
- No (read-only)

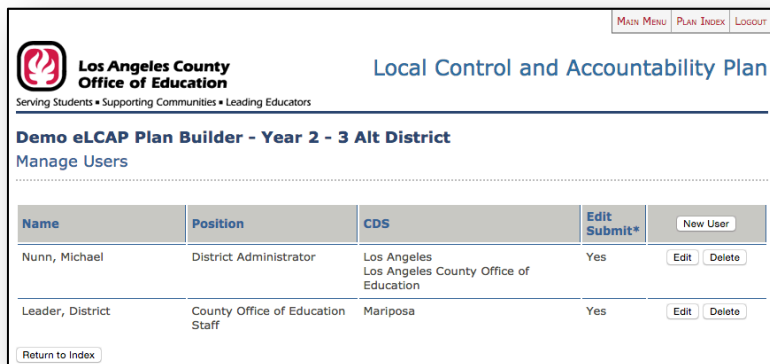
Click, "Add User" when you have entered the requested information.



eLCAP checks to see if the user already has an eLCAP account. In this case, the user was found and was sent an email message stating that they have been added to an eLCAP.

Click, "OK" to continue.

If the user is not found, eLCAP creates an account for the new user and sends an email letting him/her know about the new account and the plan.



**Local Control and Accountability Plan**

**Demo eLCAP Plan Builder - Year 2 - 3 Alt District**

Manage Users

Name	Position	CDS	Edit Submit*	New User
Nunn, Michael	District Administrator	Los Angeles Los Angeles County Office of Education	Yes	Edit Delete
Leader, District	County Office of Education Staff	Mariposa	Yes	Edit Delete

Return to Index

You are taken back to the Manage Users menu where you can add, Edit, or Delete users.

**Important:** Make sure that you don't delete your own account.

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## Submitting a Plan for Approval

eLCAP provides an online method for submitting a plan for approval. The Los Angeles County Office of Education utilizes this process. You may wish to check with your County Office of Education if you are unsure whether your LEA can submit your LCAP using this method.

Districts that have developed their plan using eLCAP will need to follow these steps in order to submit their LCAP for review:

1. Ensure that all four sections of the eLCAP indicate “Completed” in the status column on the Plan Index page.
2. Request authorization from your district superintendent to submit your plan:
  - Select “Manage Users” found on the top menu bar.
  - Select “Edit” next to the individual’s name who will be submitting the eLCAP to LACOE and then select the button that says, “Request Plan Submit Authorization.” This action will automatically generate an email to the district superintendent requesting permission to allow the individual to submit the eLCAP on behalf of the district.
  - Once the district superintendent responds affirmatively to the request, an email will be automatically sent to the newly approved individual alerting him/her that they have been authorized to submit the plan.
3. Instruct the approved individual to log back into the system and go to the Plan Index page. A “Submit” button will now appear and can be selected to submit the plan.

Districts that have chosen not to use LACOE’s eLCAP online template will need to follow these steps in order to submit their LCAP to LACOE for review:

1. Go to <http://elcap.lacoe.edu> and select “Upload Plan Menu.”
2. If you do not have an account, select “Create an LCAP User Account” and complete the information requested; otherwise, continue on to the next step.
3. Select “Upload and Submit a Plan for Review” and complete the information requested. Using the browse button at the bottom of the page, attach a PDF of the LCAP and then select “Create Uploaded Plan and Submit for Review.” This action will automatically generate an email to the district superintendent requesting permission to allow the individual to submit the LCAP on behalf of the district.
4. Once the district superintendent responds affirmatively to the request, the LCAP will be automatically submitted to LACOE.

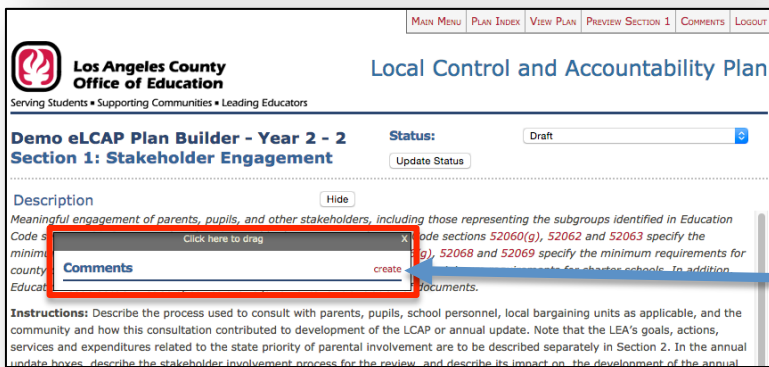


## Comments

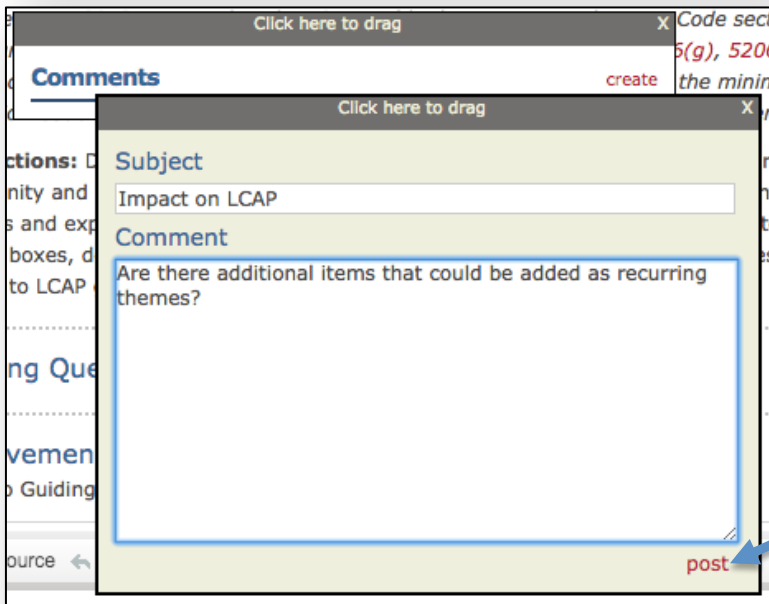
eLCAP has a **Comments** feature, which allows users to make threaded comments in each section of the eLCAP. Users must be in one of the plan sections to add comments.  
In Section 1: Stakeholder Engagement, click “Comments.”



A Comments box will appear in the browser window.



Click, “Create” to add a comment.



Add a Subject and Comment.

Click, “post.”