Overview

Based on feedback and support from the field, the Colorado Department of Education has created an online system to generate and maintain both district- and school-level Unified Improvement Plans (UIP). This document provides an overview of the online system, including document access, features and identity management.

The system is available to all districts and schools. Online system demonstrations and technical support are available through the UIP team at 303-866-6108 and http://www.cde.state.co.us/uip.

Login and instructions for the system: http://www.cde.state.co.us/uip/uip-online-system

Highlights of the Online UIP System

Structure of the Online UIP System template
- The UIP is a consistent template for all schools/districts.
- Connections can be made throughout the online system between root causes, priority performance challenges and major improvement strategies.
- UIP template updates (e.g., version changes from year to year) occur automatically.
- Required addenda will automatically attach to the UIP based on program information.

Submission and Communication Features
- Districts submit district and school UIPs for review and public posting within the system.
- Districts can utilize a "chat" feature to communicate with schools and CDE.

Document Management Features
- Once a UIP is submitted for public posting, the online system will store that UIP for all future years.
- Users can copy previous years' UIPs into the current year to support refreshing the plan (e.g., targets copied into the "progress monitoring of the previous year's targets" worksheet).

Reporting Features
- A dashboard provides summary level information regarding both district- and school-level UIPs. This will include customized timelines.
- CDE can generate reports using UIP data (e.g., types of root causes, major improvement strategies) across multiple districts and schools.
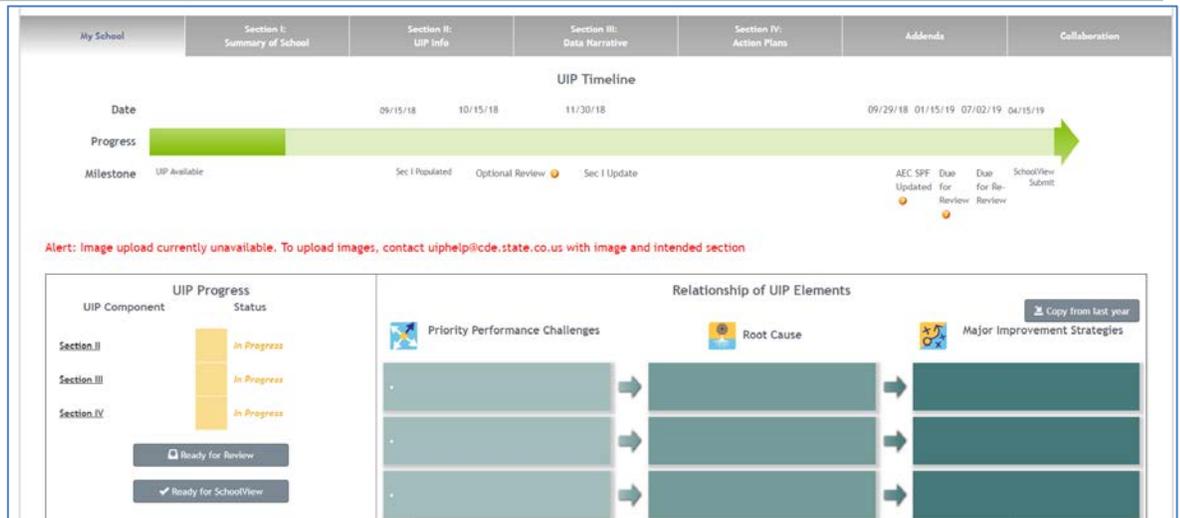
Review Features
- Districts can review school plans in one place and monitor school plans' progress.
- CDE will share review feedback for districts and schools on the accountability clock within the system.

Identity Management

- Local Access Managers (LAMs) will allocate users to the online system, assigning one role per user, either "District Admin" "District User" "School Admin" or "School User". District users will have access to administrative pages that manage all UIPs in the district, while school users will log directly into their plan.
- The Online UIP System operates on a platform that requires individual licenses for each user within the system. Each school and district will receive at least *two* licenses. Larger systems may receive additional licenses upon request.

UIP Sections

The online system is organized by the following sections, pictured to the right and described in the table below

Big Five Question	UIP Online Tab		
	Main Tab	**Sub Tab**	
❶ Does the plan investigate the most critical performance areas and prioritize the most urgent *performance challenges*?	Section III: Data Narrative	• Brief Description • Prior Year Targets • Current Performance	• Trend Analysis • Priority Performance Challenges
❷ Does the plan identify *root causes* that explain the magnitude of performance challenges?	Section III: Data Narrative	• Root Causes	
❸ Does the plan identify evidenced-based *major improvement strategies* that are likely to eliminate the root causes?	Section IV: Action Plans	• Major Improvement Strategies	
❹ Does the UIP present a well-designed *action plan* for implementing the major improvement strategies to bring about dramatic improvement?	Section IV: Action Plans	• Major Improvement Strategies • Planning Form	
❺ Does the plan include elements that effectively *monitor* the impact and *progress* of the action plan?	Section IV: Action Plans	• School Target Setting • Planning Form	

Last Updated: July 2018