eLCAP
Local Control and Accountability Plan Builder

Getting Started

http://elcap.lacoe.edu
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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.

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”

You will be taken to the Create LCAP User page
- Add your E-Mail address, Name, and Position
- Click “Create”

You will be taken to a new web page and will also receive an E-Mail message from 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.
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.

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

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

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

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

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

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

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.
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.

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.
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.

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

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.

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.
Add a Description and Title for your graphic.

Click, “Add Graphic.”

You should see the graphic in your list.

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

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.”
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.
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.

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.”

***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.
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.

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.

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
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.”

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.
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.
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**.

**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.
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.

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.
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.

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

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.

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.
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:

- Preview just this section
- Return to the Section 2 Goals Page
- View the entire Plan
eLCAP provides a section to enter Annual Update information. Annual Update comes under Section 2: Goals, Actions, Expenditures, and Progress Indicators.

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

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.

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

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.”

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.

<table>
<thead>
<tr>
<th>Planned Actions/Services</th>
<th>Actual Actions/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions/Services:</td>
<td>Actions/Services:</td>
</tr>
<tr>
<td>Expenditures:</td>
<td>Expenditures:</td>
</tr>
<tr>
<td>Scope of Service:</td>
<td>Scope of Service:</td>
</tr>
<tr>
<td>Pupils to be Served:</td>
<td>Pupils to be Served:</td>
</tr>
</tbody>
</table>

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.

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.

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

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

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.

The Section 3 eLCAP Plan Builder page is divided into two sections. Part A is for the use of 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.
Part B is for the 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.

Enter the requested information for the new eLCAP user.
Managing Users (continued)

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.

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.
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.”