

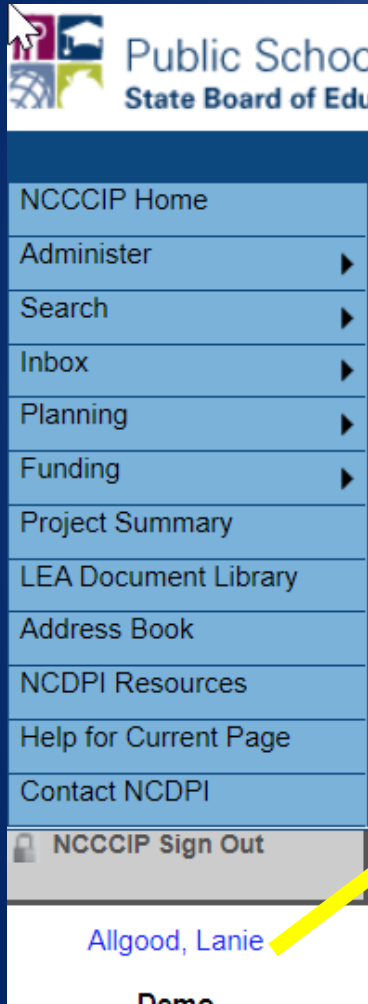
GEMS Refresher Training

General System Info

- Web based system
- Required Software
 - Web browser – any browser except IE

Changing Your Profile

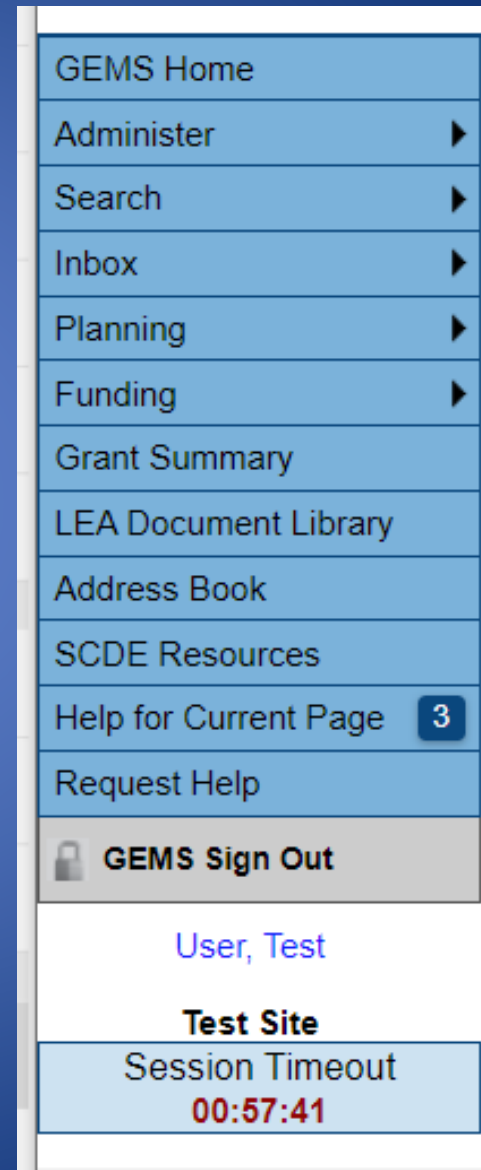
1. Log in and click on your name below the menu
2. Change your email address, name, phone number



User Profile	
Profile	
NCID User ID:	LAllen08
Email Address:	Lanie.allgood@dpi.nc.govz
First Name:	Lanie
Last Name:	Allgood
Phone Number:	919-807-2436
Phone Extension:	
Fax Number:	- - -
Change Password:	Click Here to Change Your Password
Save Cancel	

Navigation Menu

- **Administer** –User Access Administrators
- **Search**- Other organizations : can only see approved applications
- **Inbox** – Record of system emails
- **Funding** – Access to all grant applications
- **Planning**- Access to Planning Tool
- **LEA Document Library**- upload district specific documentation
- **Address Book** – list of users with LEA and SEA roles
- **SCDE Resources**– Library of training, program guidance, forms
- **Request Help**– Submit Feedback form



Inbox

- System emails are delivered through the regular email system - Outlook, etc
- Inbox is a record of all emails generated from the CCIP
- Use drop down menu to set time period

Email Message Archive		
Show items: 6 months to a year old ▼		
Received (displaying 1 through 8 of 8)		
From	Subject	Date/Time
Hawkins, Thelma	Carter County Consolidated Application	7/29/2015 12:43 PM
Hawkins, Thelma	Pike County Consolidated Application	7/21/2015 3:13 PM
Hawkins, Thelma	Jefferson County Consolidated Grant Application	7/21/2015 3:02 PM
Crawford, Millie	REVISED- Changes to Title I Part A application regarding private schools	6/17/2015 10:21 AM
Crawford, Millie	Changes to Title I Part A application regarding private schools	6/17/2015 10:04 AM
Lovely, Julie	Funding Application Comment Added: Carter County (105) Public District - FY 2016 - Consolidated - Rev 0 - History Log	6/10/2015 3:40 PM
PERKINS, ERICA	Funding Application Comment Added: Carter County (105) Public District - FY 2016 - Consolidated - Rev 0 - History Log	6/10/2015 1:50 PM
Millanti, David	Your GMAP User Account Password	6/9/2015 2:16 PM
Sent (displaying 1 through 5 of 5)		
To	Subject	Date/Time
David.millanti@education.ky.gov	PDF Generated	6/25/2015 10:29 AM
David.millanti@education.ky.gov	PDF Generated	6/19/2015 1:41 PM
David.millanti@education.ky.gov	PDF Generated	6/19/2015 1:40 PM
David.millanti@education.ky.gov	PDF Generated	6/19/2015 1:40 PM
Millanti, David	Your GMAP User Account Password	6/9/2015 2:16 PM

Address Book

- Identifies LEA and SEA roles and contacts
- Can send an email or access phone numbers
- Useful for both the LEA and SEA

Address Book
Alamance-Burlington Schools (010) Regular Local School District - Alamance County
[View All District Contacts](#)
General Contacts

Application	Contact Type	Contact
Planning Tool	District Contact	Dixon, Ilana
Homeless Education Liaison	District Contact	Dixon, Ilana

Entitlement Contacts

Application	Contact Type	Contact
Consolidated	District Contact Application Contact	Dixon, Ilana Letchworth, Tina

Competitive Contacts

Application	Contact Type
McKinney-Vento Homeless Assistance	District Contact Application Contact
Safe Schools	District Contact Application Contact

[Close](#)
Name: Dixon, Ilana
Phone: 336-570-6060 ext:20069
Fax:
Email: ilana_dixon@abss.k12.nc.us

Address Book

Contact NCDPI

Document Library

Roles/Notifications

- A person can have more than one role
- More than one person can have the same role
- To add or modify roles, contact the district's User Access Administrator (name is in Address Book)
- View Address Book to see who has what roles in your organization
- Rolling mouse over link will display users who have permissions to change statuses
- Emails sent to next approvers
- View Inbox to see emails

Page Locking

- Multiple people can work in an application at the same time, but multiple users cannot edit the same page simultaneously
 - User will see message indicating the user that is locking the page
 - Lock released after that user leaves the page or the session times out

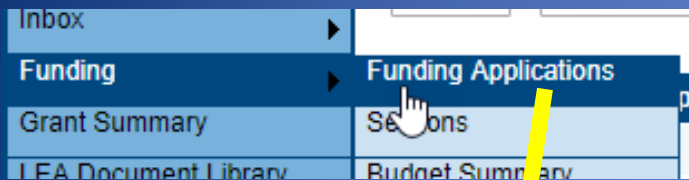
Page is being edited by 'Charles Carmichael'.

Go To 

To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. TE and also take into account local educator effectiveness data, and other elements of educator effectiveness including Title II. Part A funds are provided to LEAs to increase student academic achievement through strategies such as in

Funding Applications Main Page

- Access to all Funding Applications
- Use drop-down filters to find previous years or previously approved applications



Funding Applications

Alamance-Burlington Schools (010) Regular Local School District - FY 2021

2021 ▼

All Active Applications ▼

Filter by year or revision

Entitlement Funding Application	Revision	Status	Status Date
CTE Local Application	0	Draft Started	1/20/2020
IDEA	0	Draft Started	1/17/2020
Competitive Funding Application	Revision	Status	Status Date
McKinney-Vento Homeless Assistance	0	Not Started	1/20/2020
Safe Schools	0	Not Started	1/20/2020

Sections Page

- All funding applications have a Sections page
- Functions - change statuses, links to grant pages, print, find errors, access Change Log

Sections

Alamance-Burlington Schools (010) Regular Local School District - FY 2021 - IDEA - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View NCDPI History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

	Validation	Print Select Items
All	Messages	Print
☒ History Log		Print
History Log		Print
Create Comment		
☒ Allotments		Print
Allotments		Print
☒ Contacts		Print
Contacts		Print
☒ IDEA 611 (PRC 060)	Messages	Print
Introduction		Print
Maintenance of Effort	Messages	Print
Private School		Print
CEIS		Print
Narrative		Print
Required Components	Messages	Print
Public Notice		Print

Information Bar

Workflow Statuses

Error Messages

Page Links

Begin by Changing Status

- Click on Draft Started to start working
 - Cannot change to Draft Completed without the appropriate role and if Error Messages exist
 - Rolling over link will display users who can change the status
-
- **Current Status- Not Started**
 - **Current Status- Draft Started**

Application Status: **Not Started**

Change Status To: [Draft Started](#)

Application Status: **Draft Started**

Change Status To: [Draft Completed](#)

Change Log

- Identifies all changes to a document occurring after a selected status change.
- Allows LEA and SEA users to identify all changes that occur

Change Status To: Draft Completed

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

Change Log

Green County (215) Public District - FY 2018 - Consolidated - Rev 0

[Return to Sections Page](#)

The Change Log allows a user to view all changes that have occurred within this original application or revision.

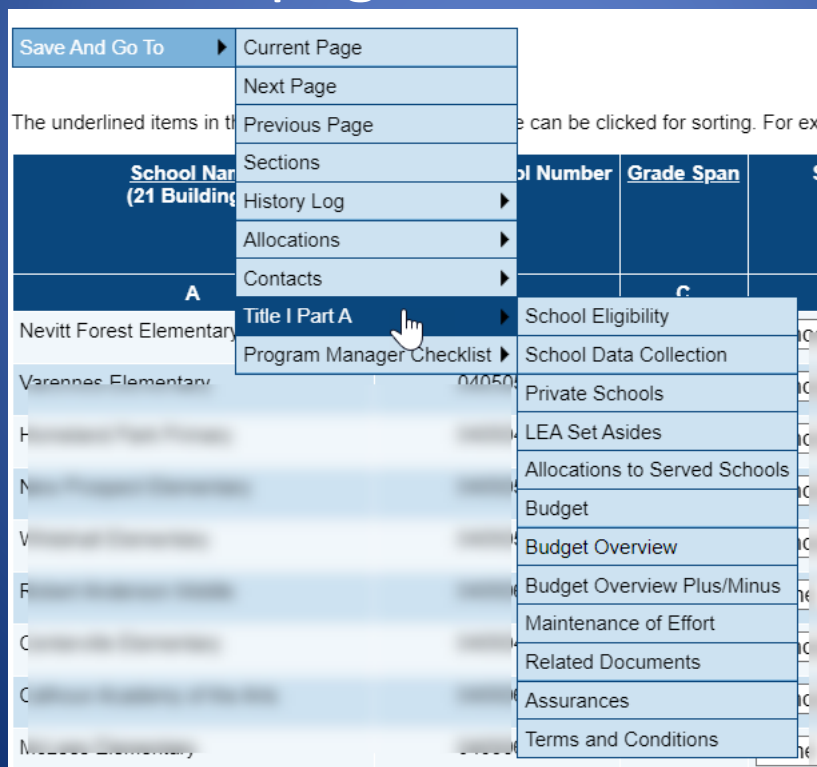
By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

Returned Not Approved - 11/6/2017 10:01:00 AM ▼

<u>Item Type</u>	<u>Action Name</u>	<u>Item Name</u>	<u>User</u>	<u>Date</u>
Title I Part A - District Set Aside	Update	Amount and/or narratives for the set aside 'Reservations and Other Instructional Initiatives - Assessments: ' were updated.	Donna Patterson	11/15/2017 2:35:14 PM
Title I Part A - District Set Aside	Update	Amount and/or narratives for the set aside 'Reservations and Other Instructional Initiatives - Administrative Costs: ' were updated.	Donna Patterson	11/15/2017 2:31:05 PM

“Save and Go To” Button

- Use **Go To** and **Save and Go To** button to save your work and move to other pages
- Save and Go To Current page to save and keep working on same page



Uploading Documents

Documents can be uploaded on Related Documents page or on a program page

Related Documents

Regular Local School District - FY 2021 - IDEA - Rev 0 - IDEA 611 (PRC 060)

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
IDEA MOE Calculation Form /Justification Forms [Upload at least 1 document(s)]	 MOE Calculation Form/ Justification forms for 2020-2021	Upload New
IDEA Media Affidavit [Upload at least 1 document(s)]	N/A	Upload New [Update] [Delete]  Affidavit from State Journal

Optional Documents		
Type	Document Template	Document/Link
IDEA CEIS Grant Student Log	 IDEA CEIS Grant Student Log	Upload New

Attach an affidavit from the media source supporting the public notification. Advertisement copies and Word document of the public notice is not acceptable.

Type	Document Template	Document/Link
IDEA Media Affidavit [Upload at least 1 document(s)]	N/A	Upload New [Update] [Delete]  Affidavit from State Journal

Uploading Documents

- Related Documents page indicates whether documents are Required or Optional
- Optional documents may be required with certain conditions.
- Error message will occur if it is required and not uploaded.
- Documents using specific forms will have a blank template for downloading and completing

Budget Notes

Indirect Cost Formula

maximum indirect cost = $(\text{Allocation} - (\text{Allocation} / 1.(\text{rate value})))$

Filtering

- Find Missing tags

- Validate school allocations and school budgets

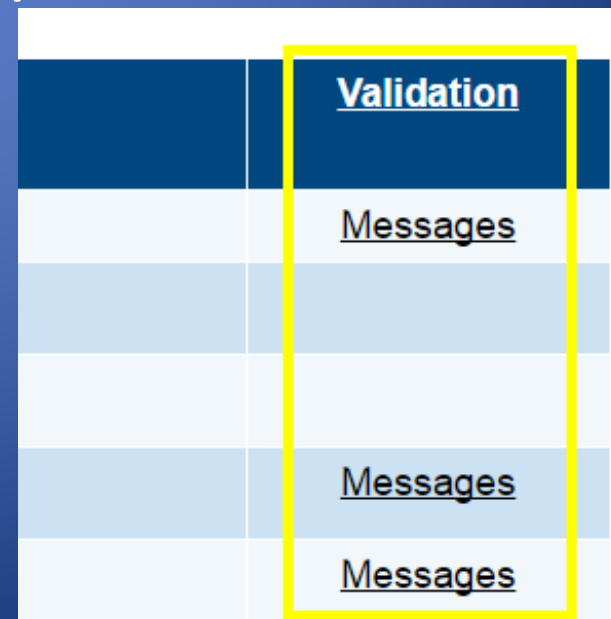
- Validate LEA Set Aside

Last quarter of grant for Title I

- PPAs need adjustment but they do not need to match budget

Messages – Errors/Warnings

- System automatically runs validation as application is being edited
- Validation issues indicated on the **Sections** page as Messages
- Selecting Messages link displays details
- Two types of messages:
 - Red - **Error**
 - Gray - **Warning**



A screenshot of a table with a yellow border highlighting a column of links. The table has a dark blue header row and alternating light blue and white data rows. The highlighted column contains the following text:

<u>Validation</u>
<u>Messages</u>
<u>Messages</u>
<u>Messages</u>

Messages...continued

- Each message is a clickable link
- Click Review to go to page with validation issue
- **Errors** will prevent status change to Draft Completed
- **Warnings** will not prevent status change

Validation Messages

 - FY 2021 - IDEA - Rev 0

[Return To Sections Page](#)

IDEA 611 (PRC 060)

	Maintenance of Effort	
Review	If any of the budget reduction amounts are greater than 0, then at least one check must be selected from 300.204, 300.205, or 300.203.	Warning
	Required Components	
Review	If "No" is answered for any component, explanation is required.	Error

[Return To Sections Page](#)

History Log

- The History Log displays all status changes and Comments related to a funding application
- Includes the User ID and timestamp for the change/comment

View All Status/Comments				
Attention Needed	Date	User	Status (S)/Comment (C)	S/C
☐	2/2/2018 2:25:37 PM	Heather Rhorer	Thelma, The Title II portion of this application is approved. Thank you, Heather	C
☐	1/24/2018 9:45:30 AM	Jeff Aulick	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	1/24/2018 9:45:30 AM	Jeff Aulick	Status changed to 'District Superintendent Approved'.	S
☐	1/24/2018 9:36:30 AM	Brittany Mullikin	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	1/24/2018 9:36:30 AM	Brittany Mullikin	Status changed to 'District Finance Officer Approved'.	S
	1/24/2018 9:16:30 AM	Daniel Fisher	Status changed to 'Revision Completed'.	S
	1/24/2018 8:27:46 AM	Brittany Mullikin	Status changed to 'District Finance Officer Returned Not Approved'.	S
	1/8/2018 12:30:11 PM	Daniel Fisher	Status changed to 'Revision Completed'.	S
	1/2/2018 11:04:27 AM	Thelma Hawkins	Status changed to 'Revision Started'.	S

Comments

- Comments are ongoing notes and discussion between SEA and the LEA related to a funding application
- Comments can be made by anyone with access to the application at any time, regardless of status
- Can be emailed to intended recipients
- Comments are saved with the funding application
Not visible to public users

Printing

- Print from Sections page
- Print created as a PDF
- Print Levels: All, single section, single page, or multiple individual pages
- Click in Print checkbox to select multiple individual pages
- Make sure pop-up blocker is turned off for NCCCIP

Print Multiple pages

Description	Validation	Print
All		☒ Select Items
History Log		Print
Allocations		Print
Contacts		Print
Title I Part A		Print
Program Instruction and Guidance		Print
Planned Use of Funds - Program Narrative		Print

Print All

Print Section

Print Page

Printing

- Small print jobs will be returned and displayed immediately
- Larger print jobs (longer than 30 seconds to generate) will send an email when complete (Check inbox)
- Large print jobs will be available in SCDE Resources for the user

Print Request

Brooklyn (011) Public District - FY 2018

When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the eGMS System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

Document Name:

Email Address:

C-SCDE Resources

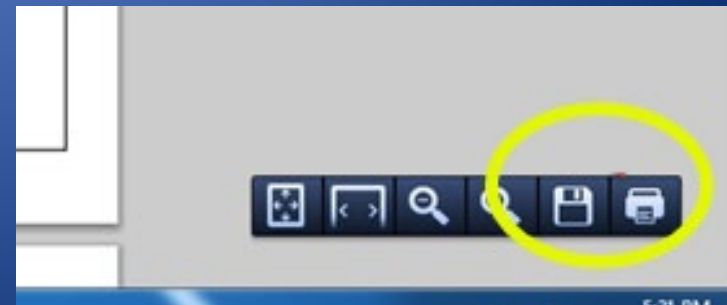
Darvess County (145) Public District - FY 2017

Below is your list of Print Requests.

Print Request Name
Title I

PDF Resources Search

	Request Date	Expiration Date	
	11/00/2015 5:20:17 PM	12/5/2015 5:20:14 PM	Delete



- Print job displays as PDF
- Print or download from PDF

Change Log

- All users have ability to view a list of changes that have been made to a funding application from a previous point in time
- Very useful for reviewing a resubmission
 - Can tell what district changed from previous submission
 - Do not need to re-review entire application

Sections

0701 - Beaufort County School District (0701) Public District - FY 2019 - Title V - Rev 0

Application Status: LEA Superintendent Approved

Change Status To: [SCDE Title V Program Manager Approved](#)
or
[SCDE Title V Program Manager Returned - Revisions Needed](#)

[View SCDE History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

[History Log](#)

[Create Comment](#)

Change Log...continued

- Drop down list gives user option of how far back to go in listing changes to the application

Change Log

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 1

[Return to Sections Page](#)

The Change Log allows a user to view all changes that have occurred within this original application or revision.

By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

Program Manager Returned Not Approved - 9/7/2015 1:20:20 PM 

<u>Item Type</u>	<u>Action Name</u>	<u>Item Name</u>	<u>User</u>	<u>Date</u>
Title II Part A - Budget	Insert	Budget Created: Title II Part A - Budget - Capital Outlay - Brandywine School District - Title II TQ - Total updated to \$10113.00	Charles Carmichael	9/7/2015 1:21:57 PM
Title II Part A - Budget	Update	Update to Title II Part A - Budget - Indirect - Brandywine School District - Title II TQ - Amount changed from \$279.34 to \$166.34. Total updated to \$166.34	Charles Carmichael	9/7/2015 1:21:16 PM
Title II Part A - Budget	Delete	Title II Part A - Budget - Salaries - Brandywine School District deleted.	Charles Carmichael	9/7/2015 1:20:38 PM

Revision Details

- Appears for revisions to a previous application
- Displays changes that have occurred to this application from the previously approved application
- Appears under “Revision” column on Sections page on all revisions after the original application

Description (View Sections Only View All Pages)		Revision
All	Display All Revisions	Details
 History Log		
 Allocations		
 Contacts		
 Title I Part A	Display This Section's Revisions	Details
School Eligibility		Details
District Set Asides and Overview		
PPA List		
Budget	Display This Page's Revisions	Details
Budget Overview		