Navigating CCIP: IDEA Grant

NC CCIP Main Page

NORTH CAROLINA
State Board of Education
Department of Public Instruction

North Carolina CCIP Home

Announcements

FPMS-ARPA Homeless (EHCY) PRC 184 (10/15/2021)

On October 26, 2021, a webinar will be held at 10:00 AM for more information on ***FPMS-ARPA Homeless (EHCY) funding.*** The webinar will provide guidance on the application in CCIP, allowable activities with funding, and address questions related to serving homeless children and youth with ARP funds.

To register for the event, go to:
https://attendee.gotowebinar.com/register/5795793389387933197

EC Fiscal Updates (9/13/2021)

PRC 32
A portion of PRC 032 was allotted under the state's continuation budget. If you received an

Reminders

(9/22/2021)
HOW TO ADD/MODIFY USERS

If you have the LEA User Access Administrator (UAA) role assigned to you (you will see an 'Administer' button in the left-hand menu), you can Create a new User and Modify (change NCID, contact information, roles) existing users. Please note you can never <u>delete</u> a user, but you can deactivate them by deleting their roles. ***For LEAs: A UID (all numbers) is NOT the same as an NCID (you get to choose your ID).***
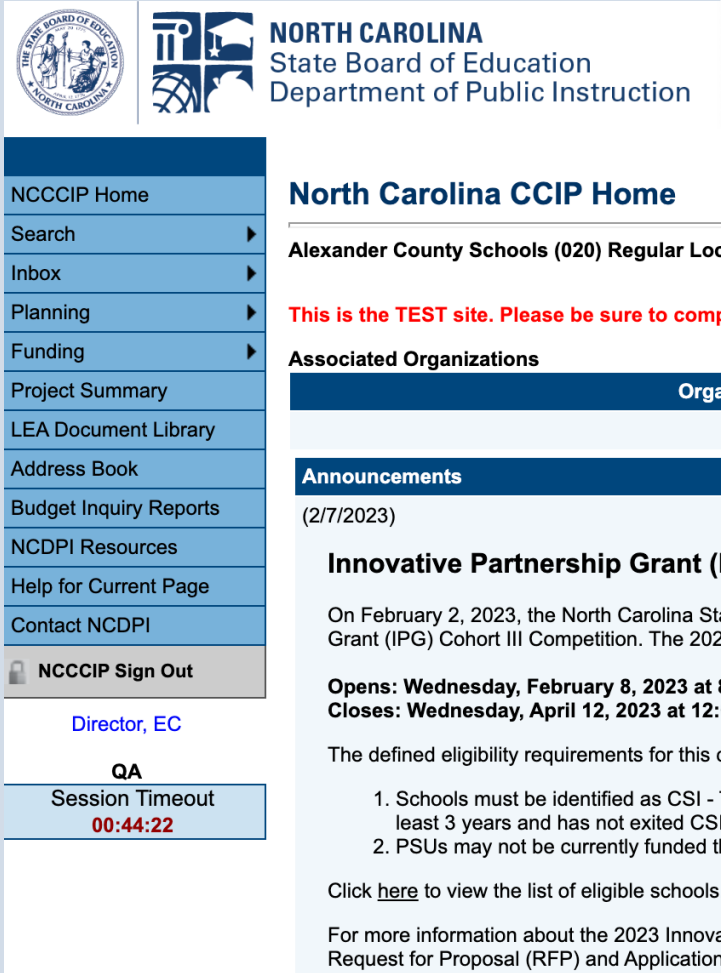
To create/add a user:

1. Administer > User Access.
2. Click on <u>Create User</u> in upper left of screen.
3. Fill out first 4 fields at a minimum (DPI does not create the NCID - a local admin at your Organization does. Also this is NOT the UID).
4. Click Create button.
5. Right above the table that appears, click on <u>Create Role</u>.
6. Add roles needed, then click Save button.

Access and Logging In

- Log in
  - https://ccip.schools.nc.gov

  - Using NCID (Not the PowerSchool ID)

  - Do NOT use the browser BACK button

Main Page Information

- In CCIP **DO NOT** use the back buttons on your browser.

- CCIP has a built in Save feature that auto-saves when you navigate to a new page.

- There is a 1 hour timer that will remind you to save when 10 mins are left.

Verify Contact Information

1. Log in and click on your name below the menu
2. Verify your email address, name, phone number and edit as needed

Roles in CCIP

Role	Permissions
LEA EC Data Entry (optional role)	Move to Draft Started Create Application Cannot move to Draft Completed
LEA EC Director	Move to Draft Started Create Application Moves to Draft Completed
NCDPI EC Regional Coordinator	Move to NCDPI EC Regional Coordinator Returned or Approved
LEA Chief Administrative Officer	Reviews and moves to LEA Chief Administrative Officer Returned or Approved
NCDPI EC Program Consultant	Reviews and moves to NCDPI EC Consultant Returned or Approved (final approval)

Assigning Roles

- Local User Access Administrator

    - **Is the only one who can change or add users with the PSU.**
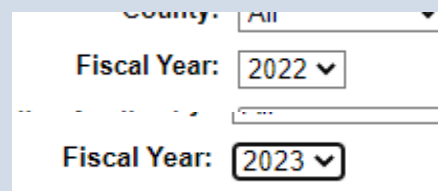   - **NCDPI staff cannot add users to the PSU.**

    Multiple uses can be in CCIP at the same time just not editing the same section.

Getting Started with the 2023-2024 IDEA Grant

- Click Funding and then Funding Applications

- Change the year from 2023 to 2024

- Click on IDEA

Sections Page

-All funding applications have a Sections page

-Functions - change statuses, links to grant pages, print, find errors, access Change Log

Communicating in CCIP

- From Sections page: Select Create Comment
- Enter information
- Select who the communication will go to.

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

- **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

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Still have questions??

Contact your Regional Coordinator or Fiscal Monitor!!!

North Carolina Department of
PUBLIC INSTRUCTION