

# Navigating CCIP: IDEA Grant

# NC CCIP Main Page



**NORTH CAROLINA**  
State Board of Education  
Department of Public Instruction

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## 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 delete 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:

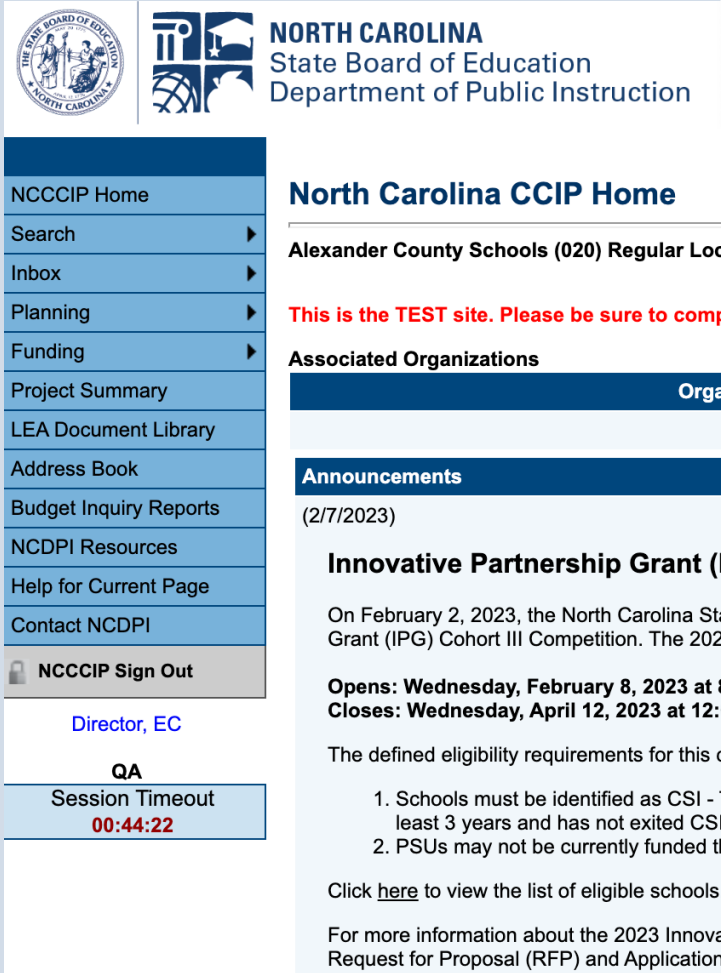
1. Administer > User Access.
2. Click on Create User in upper left of screen.
3. Fill out first 4 fields at a minimum (**DPI does not create the NCID** - a local admin at your Organization does. Also **this is NOT the UID**).
4. Click Create button.
5. Right above the table that appears, click on Create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



The screenshot shows the North Carolina CCIP Home page. At the top, there are logos for the North Carolina State Board of Education and the Department of Public Instruction. Below these is a navigation menu with links: NCCIP Home, Search, Inbox, Planning, Funding, Project Summary, LEA Document Library, Address Book, Budget Inquiry Reports, NCDPI Resources, Help for Current Page, Contact NCDPI, and NCCIP Sign Out. A session timer shows 'QA' and 'Session Timeout 00:44:22'. The main content area includes a heading 'North Carolina CCIP Home', a subheading 'Alexander County Schools (020) Regular Loc...', a red warning message 'This is the TEST site. Please be sure to comp...', a section for 'Associated Organizations', and an 'Announcements' section dated (2/7/2023). The announcement is titled 'Innovative Partnership Grant (IPG)' and mentions a competition on February 2, 2023. It lists eligibility requirements: 1. Schools must be identified as CSI - at least 3 years and has not exited CSI, and 2. PSUs may not be currently funded through other grants. It also provides a link to view the list of eligible schools and mentions a Request for Proposal (RFP) and Application.

**NORTH CAROLINA**  
State Board of Education  
Department of Public Instruction

**North Carolina CCIP Home**

Alexander County Schools (020) Regular Loc...

**This is the TEST site. Please be sure to comp...**

**Associated Organizations**

**Announcements**  
(2/7/2023)

**Innovative Partnership Grant (IPG)**

On February 2, 2023, the North Carolina State Board of Education announced the Innovative Partnership Grant (IPG) Cohort III Competition. The 2023 IPG Cohort III Competition will be open for applications from February 8, 2023 to April 12, 2023.

**Opens: Wednesday, February 8, 2023 at 12:00 PM**  
**Closes: Wednesday, April 12, 2023 at 12:00 PM**

The defined eligibility requirements for this competition are:

1. Schools must be identified as CSI - at least 3 years and has not exited CSI
2. PSUs may not be currently funded through other grants

Click [here](#) to view the list of eligible schools

For more information about the 2023 Innovative Partnership Grant (IPG) Request for Proposal (RFP) and Application, click [here](#).

# 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

A screenshot of the 'User Profile' form. The form has a title bar 'User Profile' and a section header 'Profile'. The fields are: NCID User ID: LAllen08, Email Address: Lanie.allgood@dpi.nc.gov, First Name: Lanie, Last Name: Allgood, Phone Number: 919-807-2436, Phone Extension: (empty), Fax Number: (empty), and Change Password: Click Here to Change Your Password. There are 'Save' and 'Cancel' buttons at the bottom right.

# Roles in CCIP

Role	Permissions
LEA EC Data Entry (optional role)	Move to Draft Started Create Application <u>Cannot</u> 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)

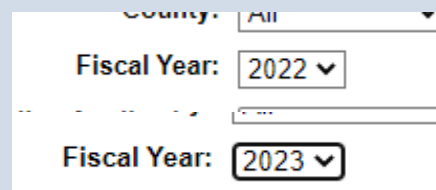
# Assigning Roles

- 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 users 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

North Carolina  
Division | Department of Public Instruction

## 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 ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print Select Items
All	Messages	Print
<input checked="" type="checkbox"/> History Log		Print
<a href="#">History Log</a>		Print
<a href="#">Create Comment</a>		
<input checked="" type="checkbox"/> Allotments		Print
<a href="#">Allotments</a>		Print
<input checked="" type="checkbox"/> Contacts		Print
<a href="#">Contacts</a>		Print
<input checked="" type="checkbox"/> IDEA 611 (PRC 060)	Messages	Print
<a href="#">Introduction</a>		Print
<a href="#">Maintenance of Effort</a>	Messages	Print
<a href="#">Private School</a>		Print
<a href="#">CEIS</a>		Print
<a href="#">Narrative</a>		Print
<a href="#">Required Components</a>	Messages	Print
<a href="#">Public Notice</a>		Print
<a href="#">Budget</a>		Print

Information Bar

Workflow  
Statuses

Error  
Messages

Page Links

# Communicating in CCIP

The screenshot shows the 'Create Comment' interface. At the top, it says 'Create Comment' and 'Alexander County Schools (020) Regular Local School District - FY 2023 - IDEA - Rev 2 - History Log'. Below this is a red warning: 'This is the TEST site. Please be sure to complete your work on the PRODUCTION site.' There is a 'Save And Go To' button. The main section is titled 'Create Comment' and contains a large text area for the comment. Above the text area is a toolbar with various icons and a 'Times' dropdown. Below the text area is an 'Attachments' section with a 'Select' button. At the bottom, there is a checkbox for 'Send Email to North Carolina CCIP Contacts' and a 'checkEmail' button. A final 'Save And Go To' button is at the very bottom.

- 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**

**Application Status:** Not Started

**Change Status To:** Draft Started

- **Current Status- 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!!!

