## **Instructions for Completing SOA Plans in GEM$**

### **Assign SOA Roles in GEM$**

* Before you get started, your district’s User Access Administrator (UAA) needs to assign the following roles for your LEA:
  + LEA SOA Plan Writer
  + LEA Superintendent/Chief Executive (*this role has likely already been assigned*)

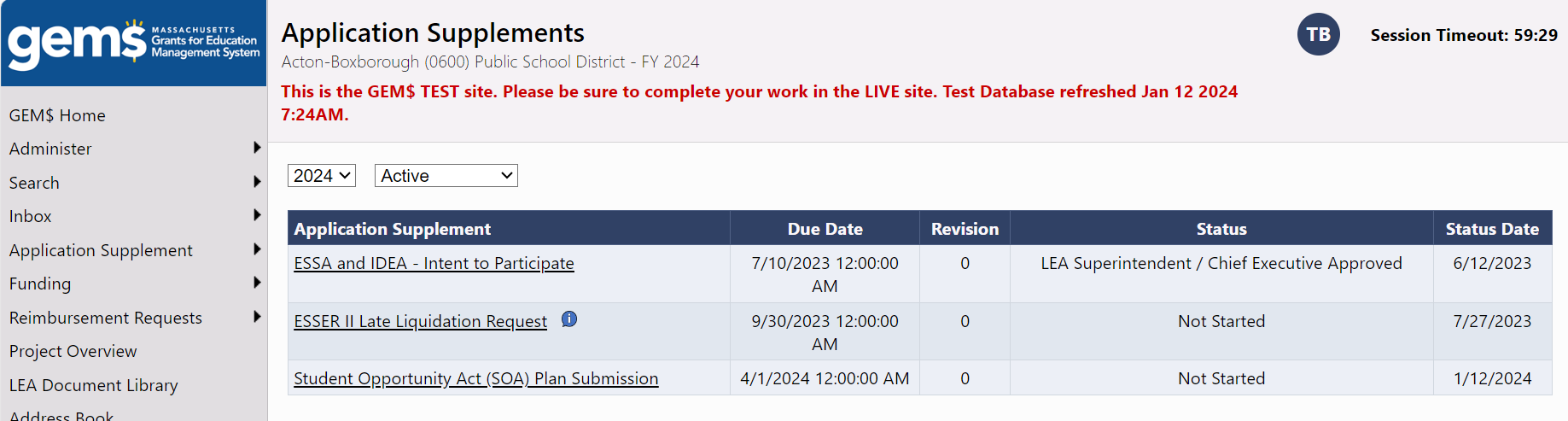
*Note: More than one person may be assigned the SOA Plan Writer role.*

### **How to locate your SOA Plan in GEM$**

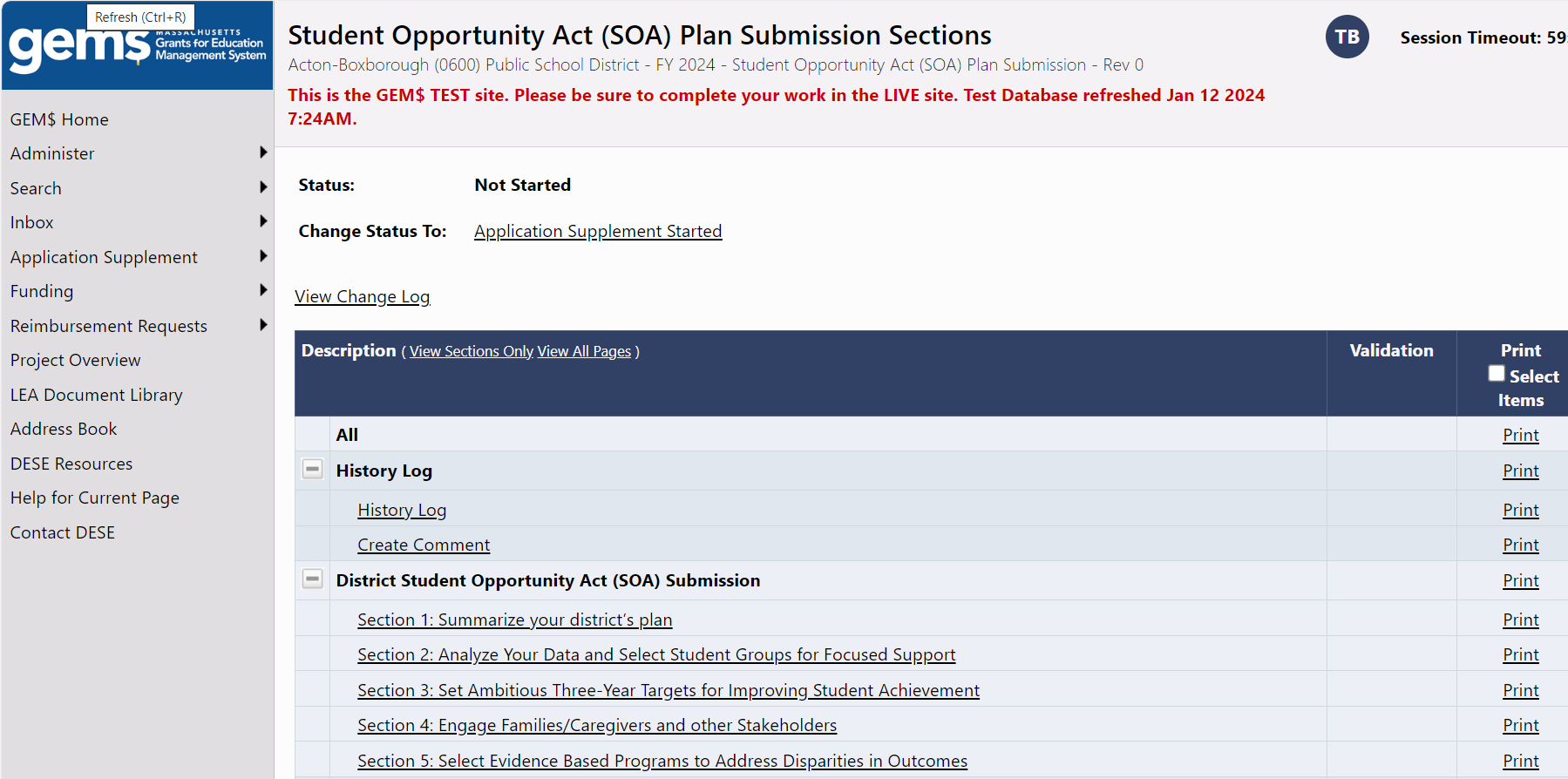
* Sign into GEM$ using your email address and password: <https://mass.egrantsmanagement.com/>
* Click **Application Supplement** in the left-hand navigation panel (circled in green).



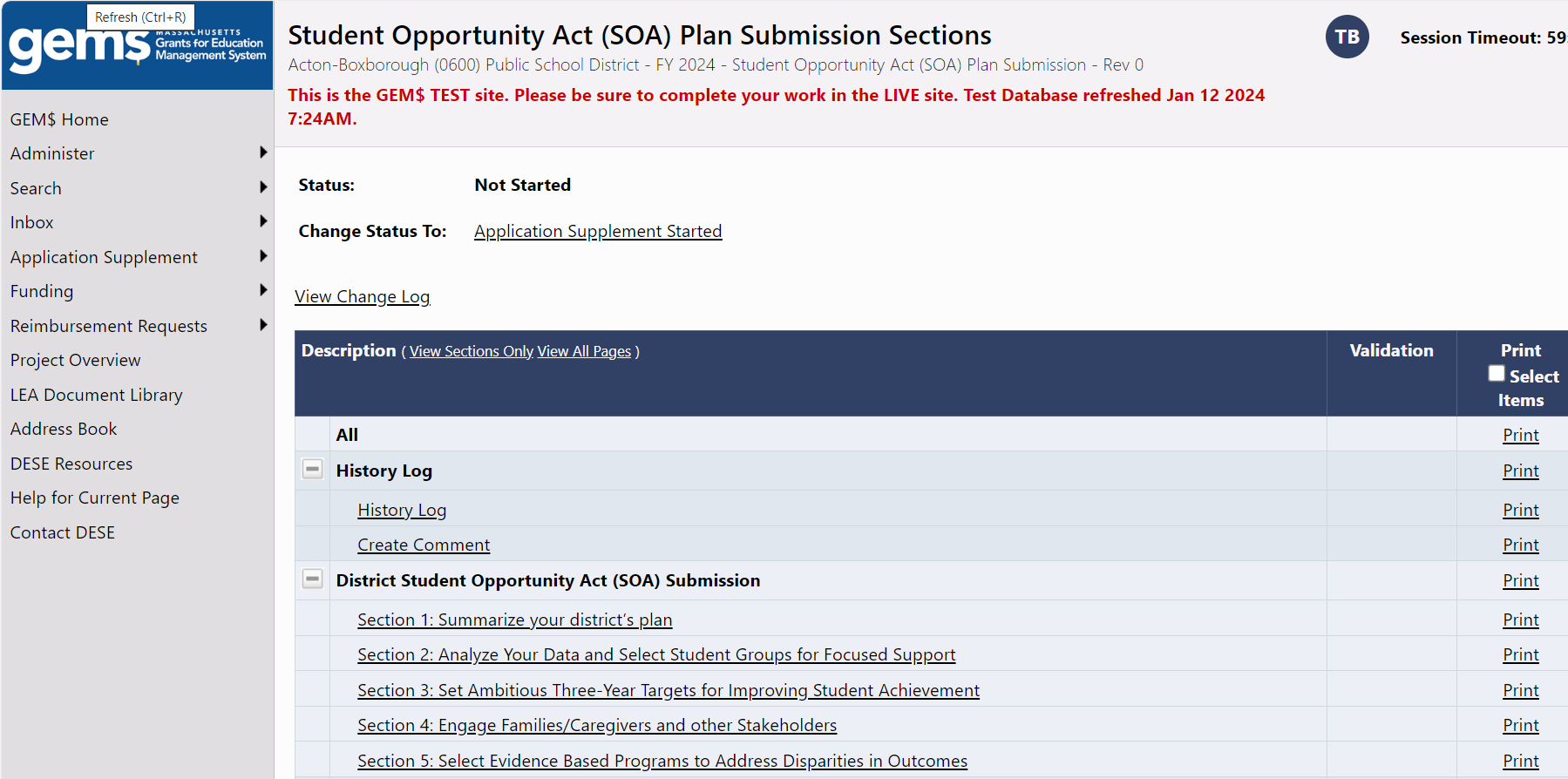
* Once the **Application Supplements** page opens, click on **Student Opportunity Act (SOA) Plan Submission** (circled in green). Make certain the Fiscal Year is set to 2024 (circled in green).

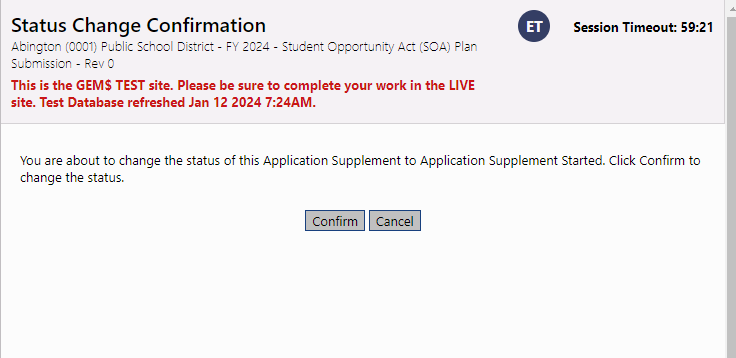


* The **SOA Plan Submission Sections** page that appears below will open. The five sections of the SOA Plan are listed here. From this page you can navigate to any section of the plan by clicking on the section name. You may complete the sections in any order.



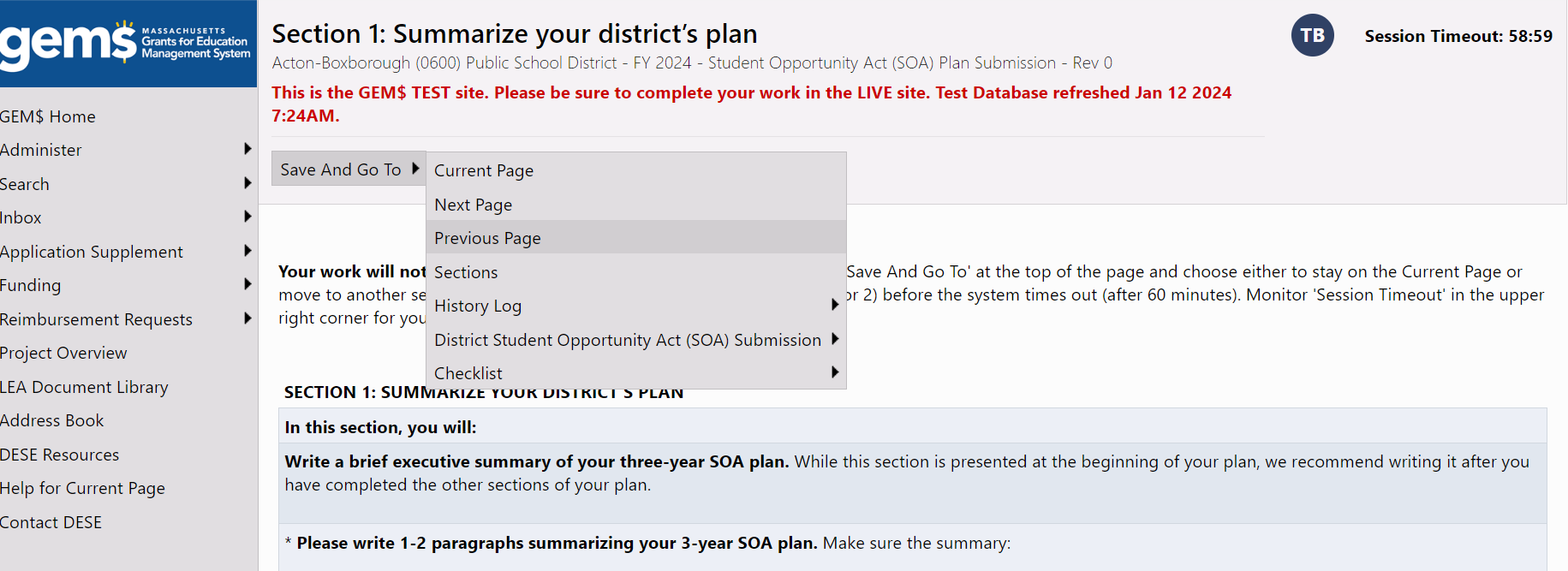
## **How to begin entering data in your SOA Plan**

* The data entry screens for each section will not open until you start the application supplement, which entails changing your **Status** from *Not Started* to *Application Supplement Started.* To do this, simply move your cursor to the **Change Status To** and click *Application Supplement Started. (See section circled in green, below)*
* When you do that a **Status Change Confirmation** page will appear. Click *Confirm* to change your status to *Application Supplement Started*. Once you have done that, your status will be updated on the SOA Plan Submission Sections. You may begin entering data into your plan by clicking on the Section you wish to begin working on.



## **Save your work at regular intervals!**

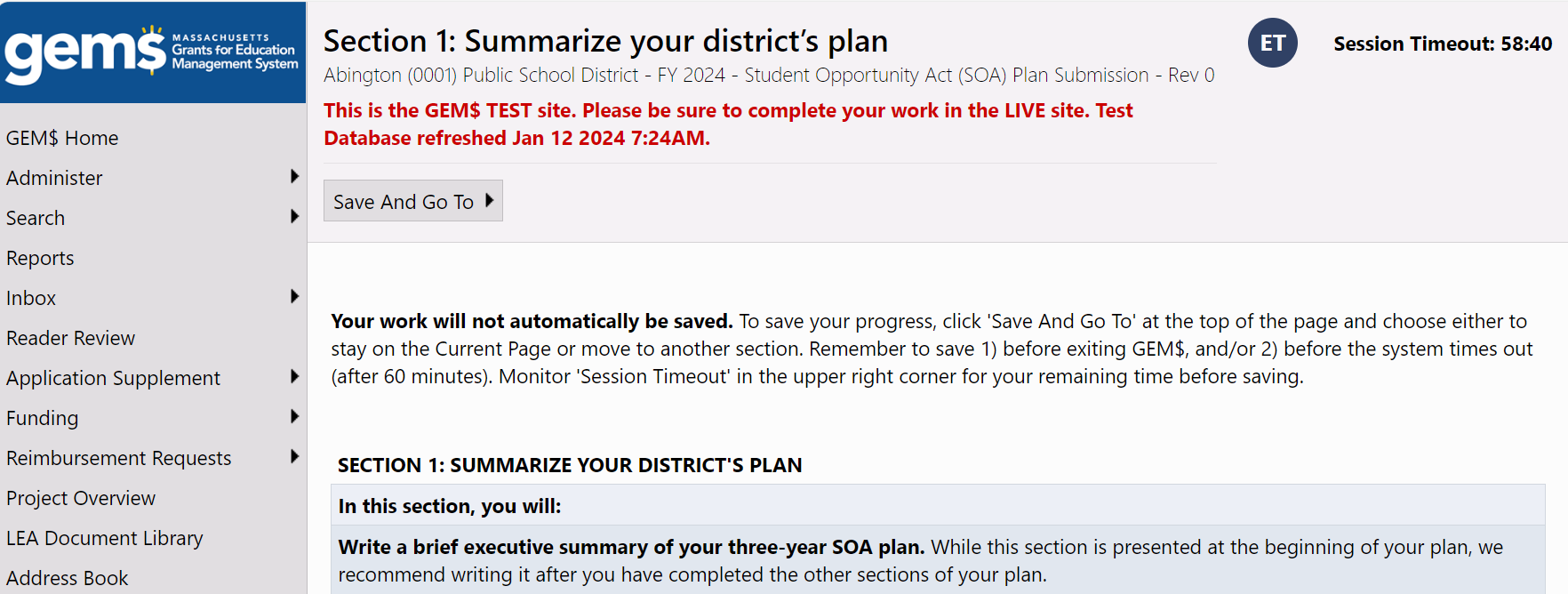
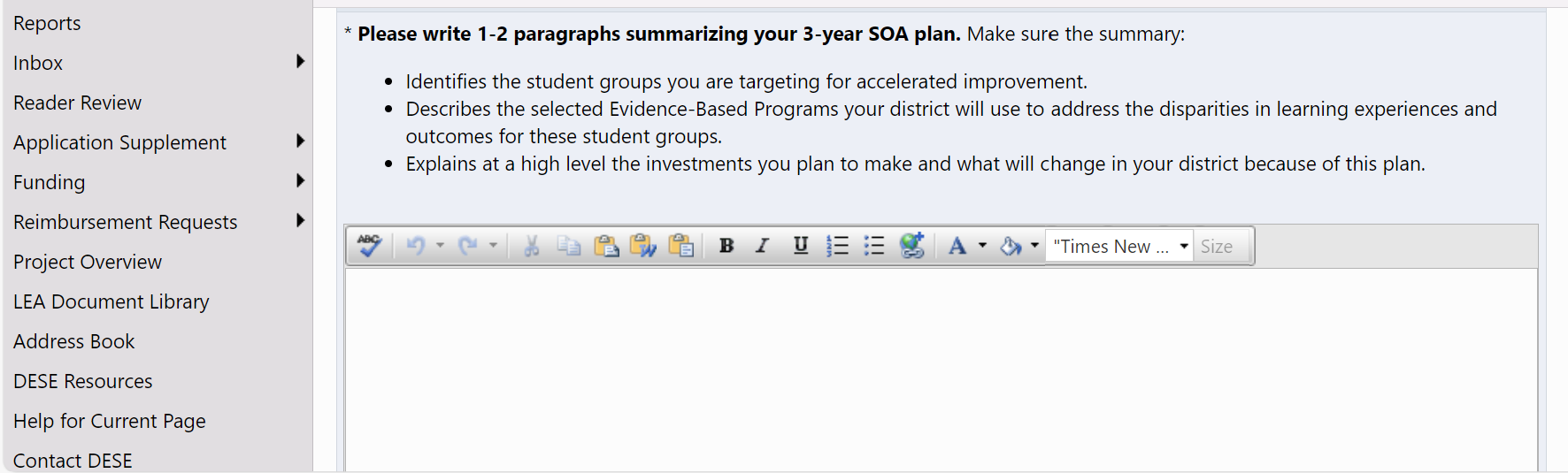
* **Your work is not automatically saved by GEM$.** You will need to save your progress whenever you move from section to section and before you log out of GEM$. Do that by clicking the *Save And Go To* at the top of the section you are working on and indicate whether you want to continue working on Current Page or move to another section. If you want to save changes on the page you are working on, choose “Save and Go To > Current Page.” Clicking on *Sections* will take you back to the *Student Opportunity Act (SOA) Sections page*.
* **Be sure to monitor the *Session Timeout* indicator in the upper right corner**. GEM$ automatically sets sessions for 60 minutes. Any work that has not been saved will be lost if your GEM$ session times out.



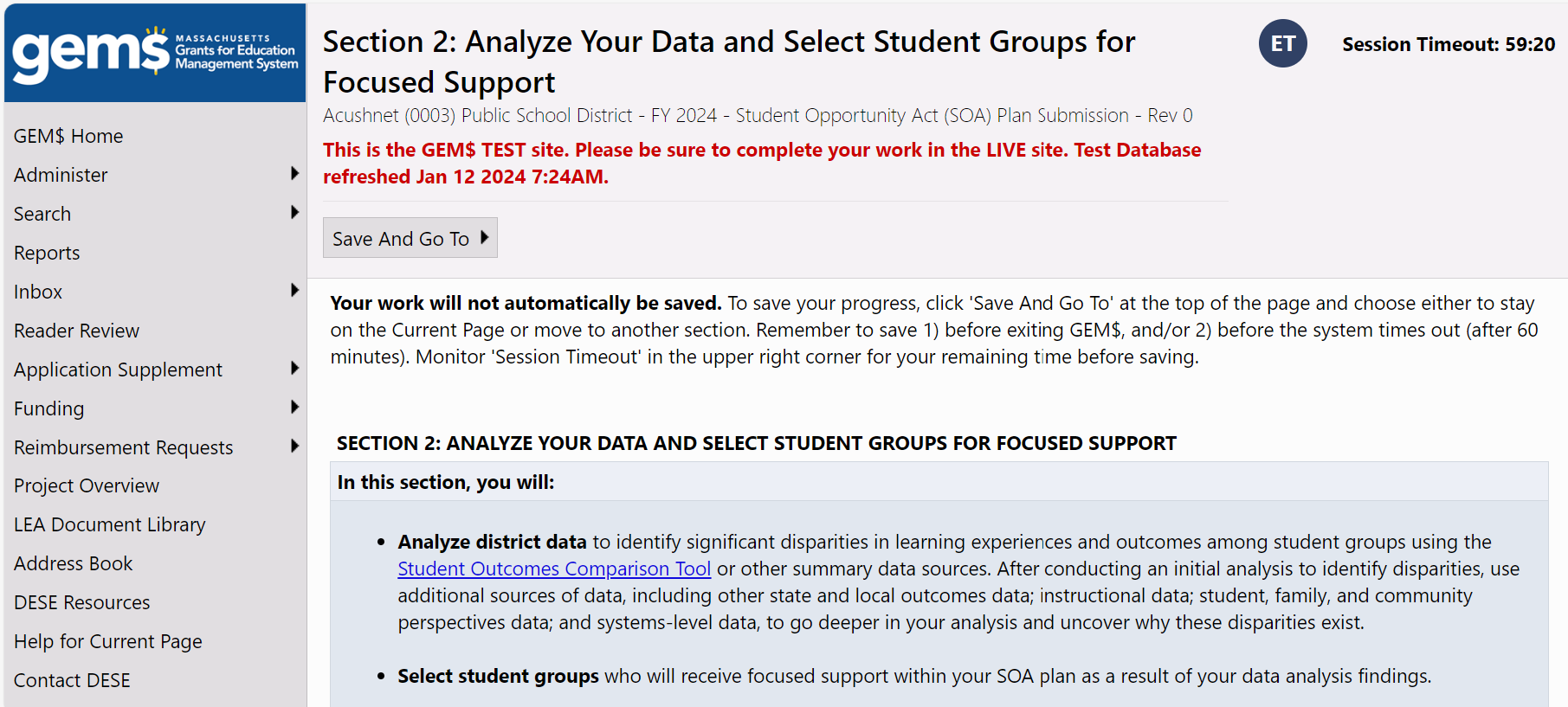
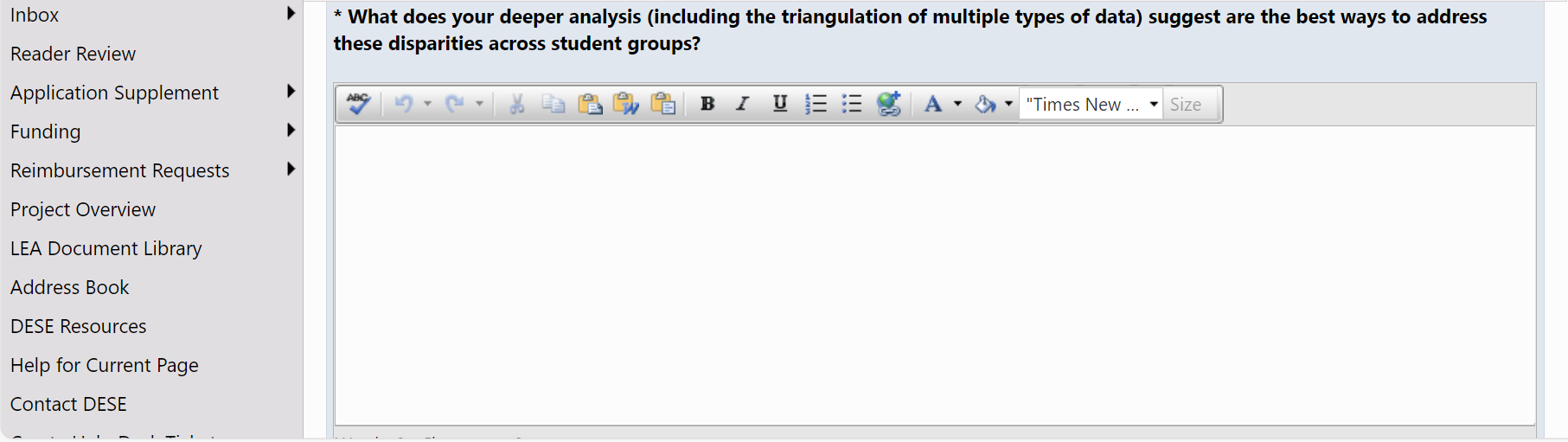
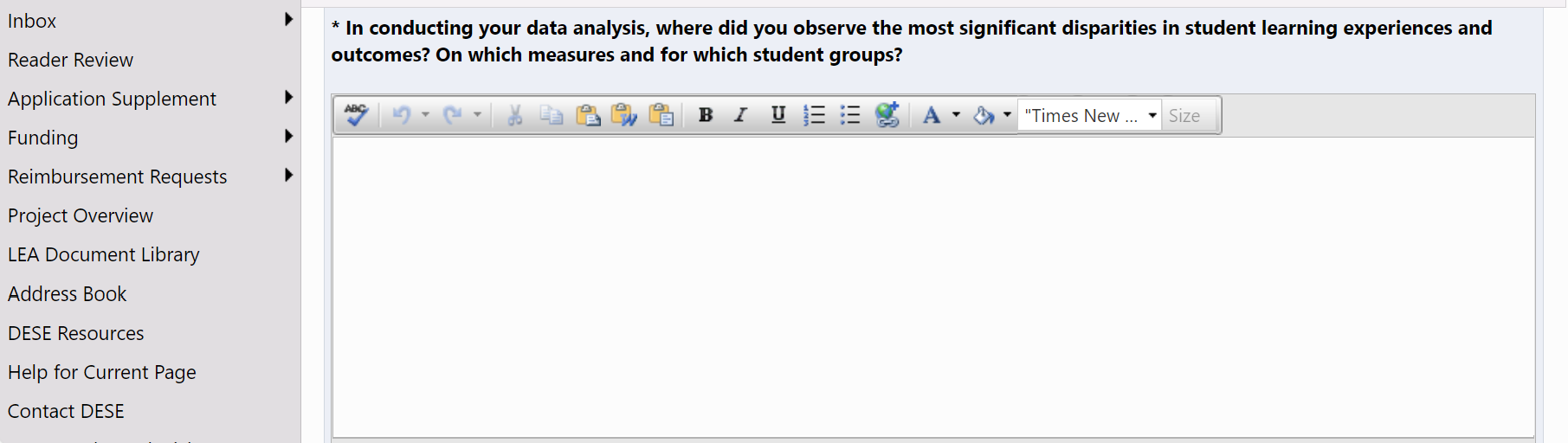
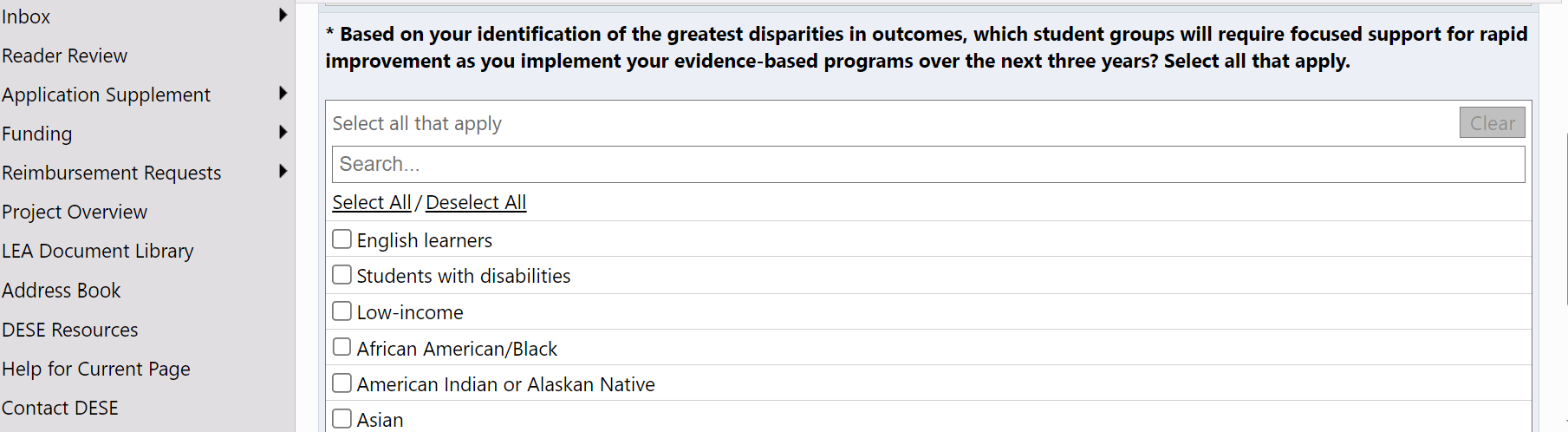
## **The SOA submission form in GEM$**

* **Screenshots of each SOA Plan section appear below.**
  + Most sections are relatively intuitive and straightforward to complete in GEM$.
  + *Section 5: Select Evidence-Based Programs to Address Disparities in Outcomes* is a little more involved, so we recommend that you reference the instructions below as you work on that section of your plan.
* **General tips for completing each section.** 
  + Narrative response questions allow for a variety of formatting options, as you can see in the text box below.
  + It is possible to copy and paste text from other word processing applications into GEM$.
  + Required questions are marked with an asterisk (\*).

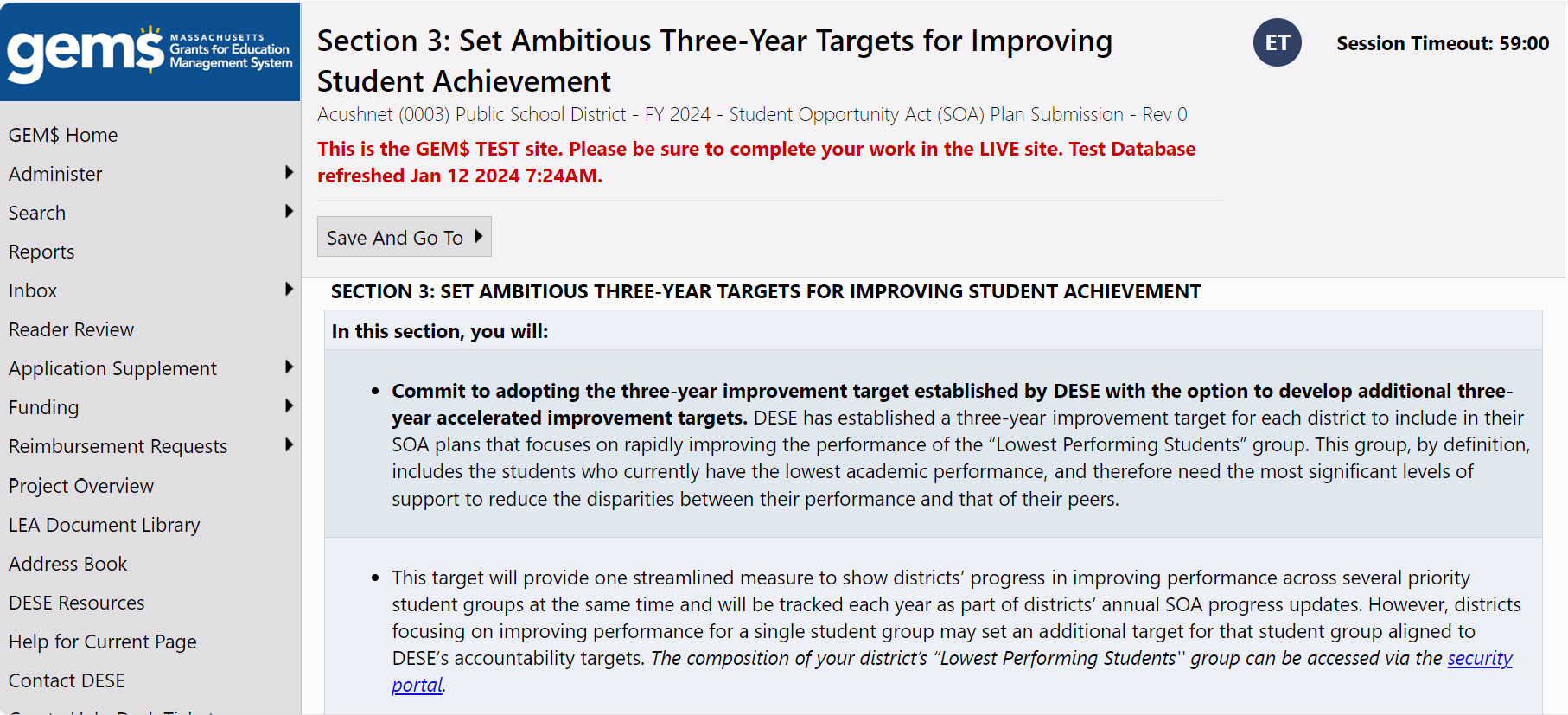
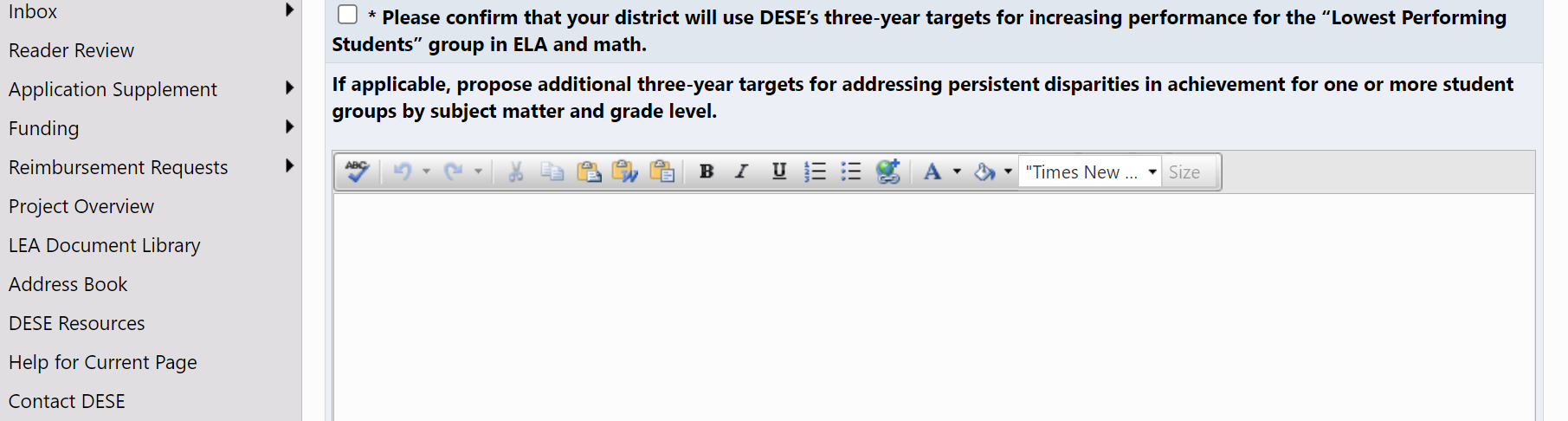
### **Section 1: Summarize your district’s plan**

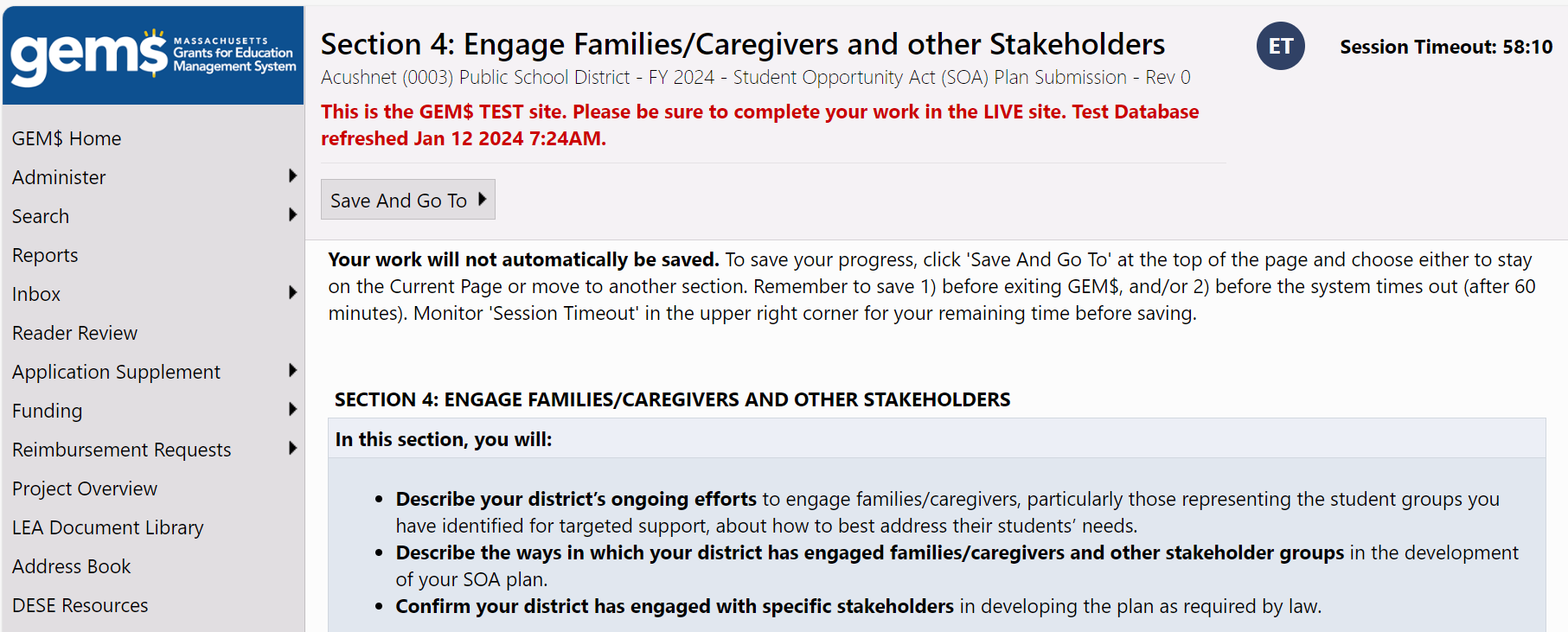
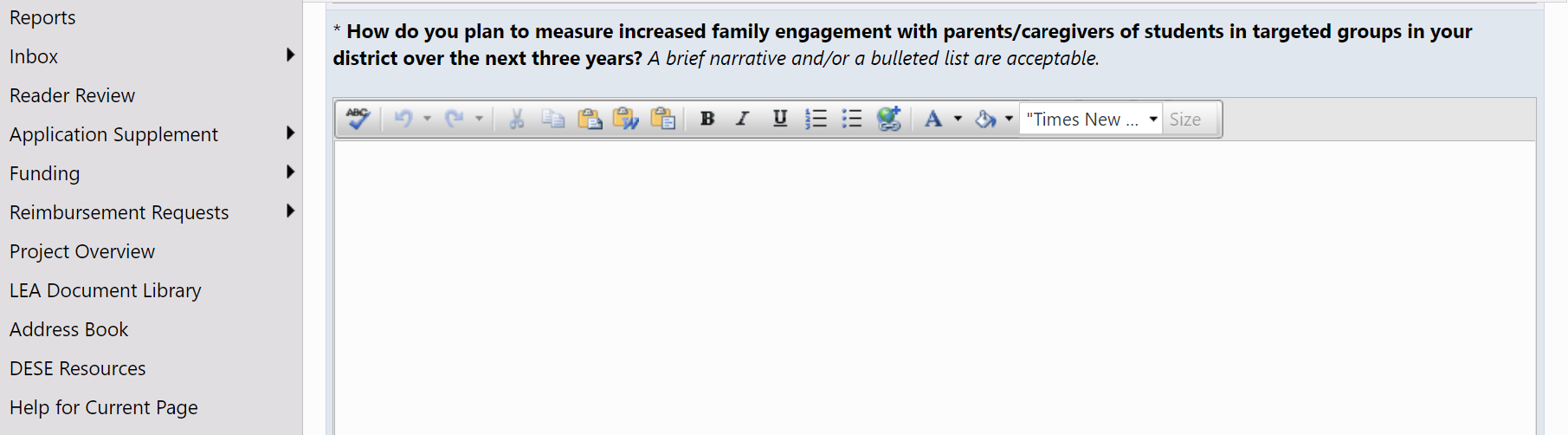
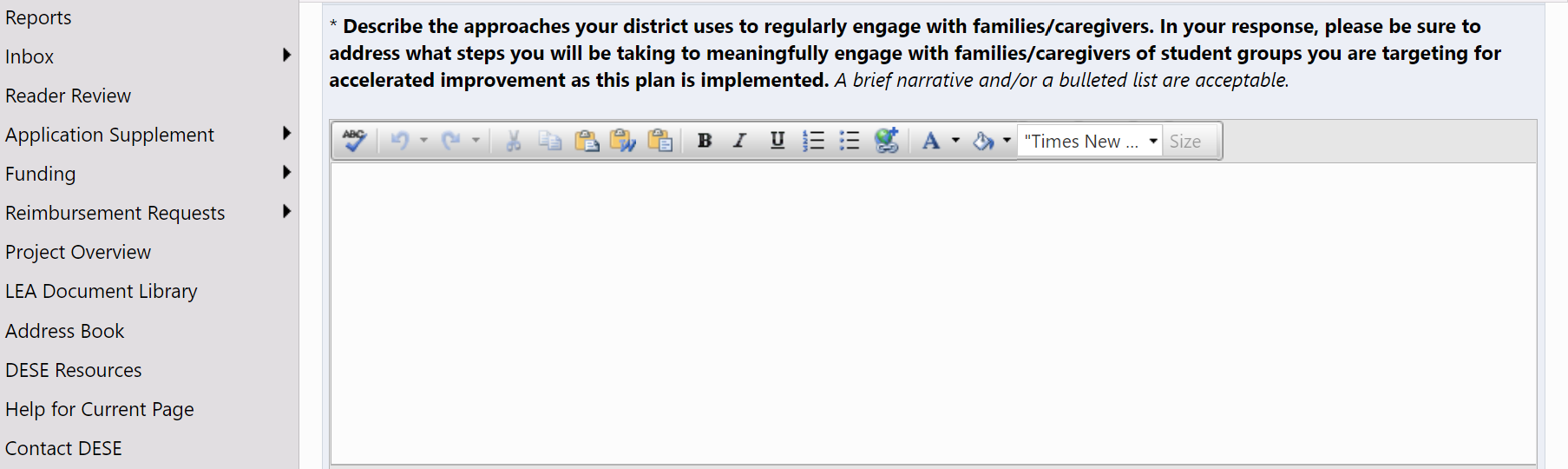
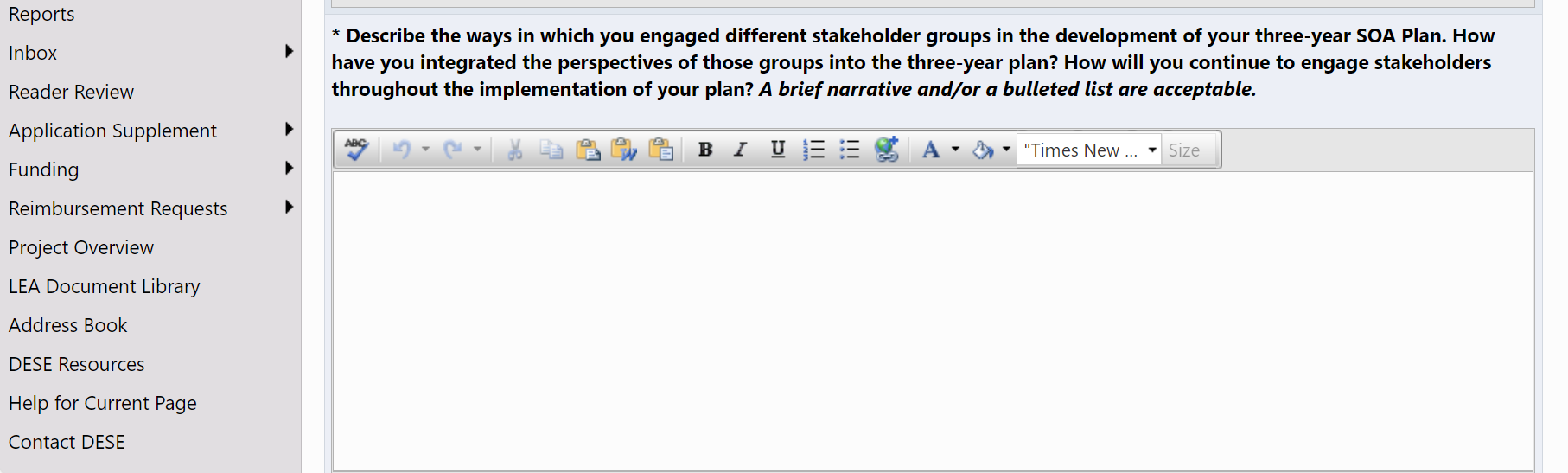
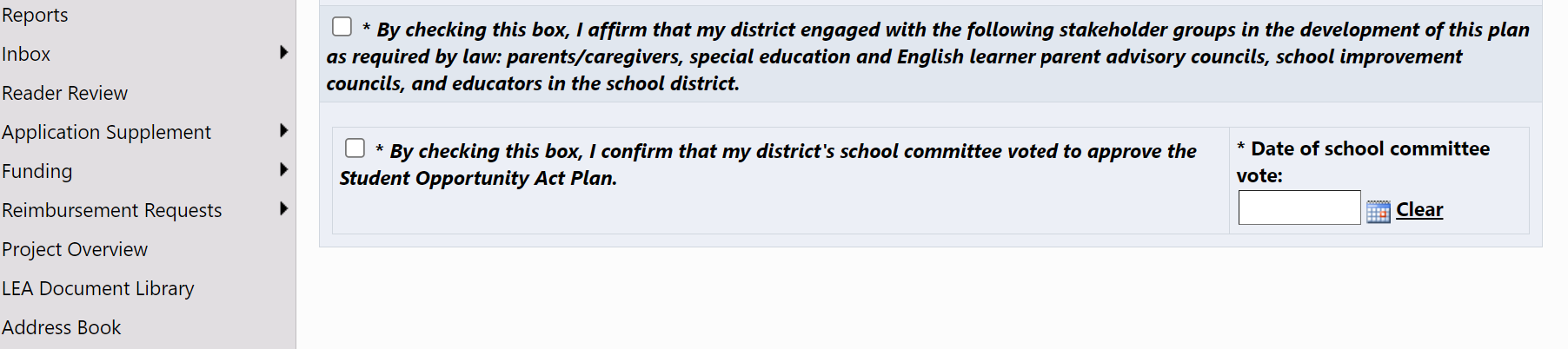
### **Section 2: Analyze Your Data and Select Student Groups for Focused Support**

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### **Section 3: Set Ambitious Three-Year Targets for Improving Student Achievement**

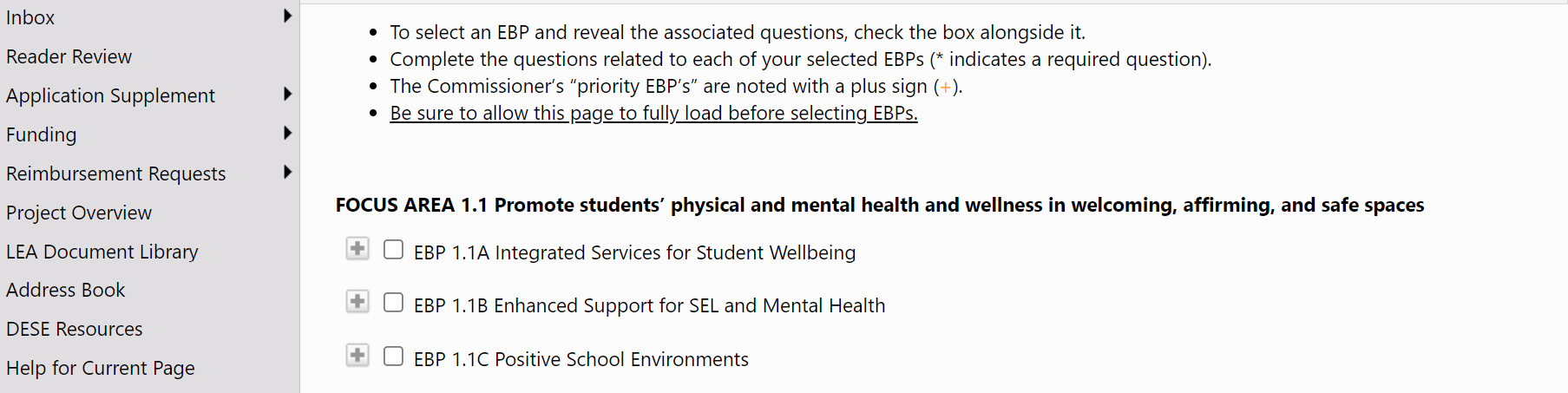
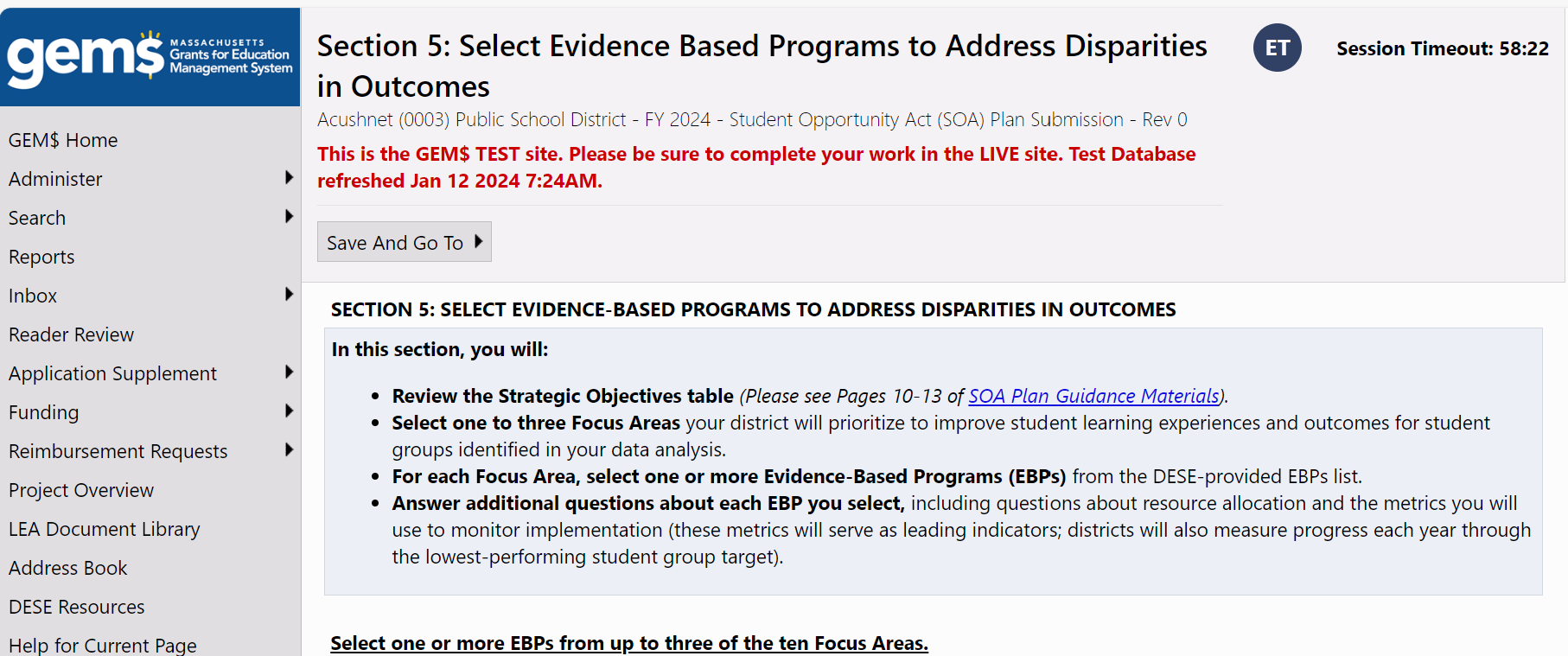
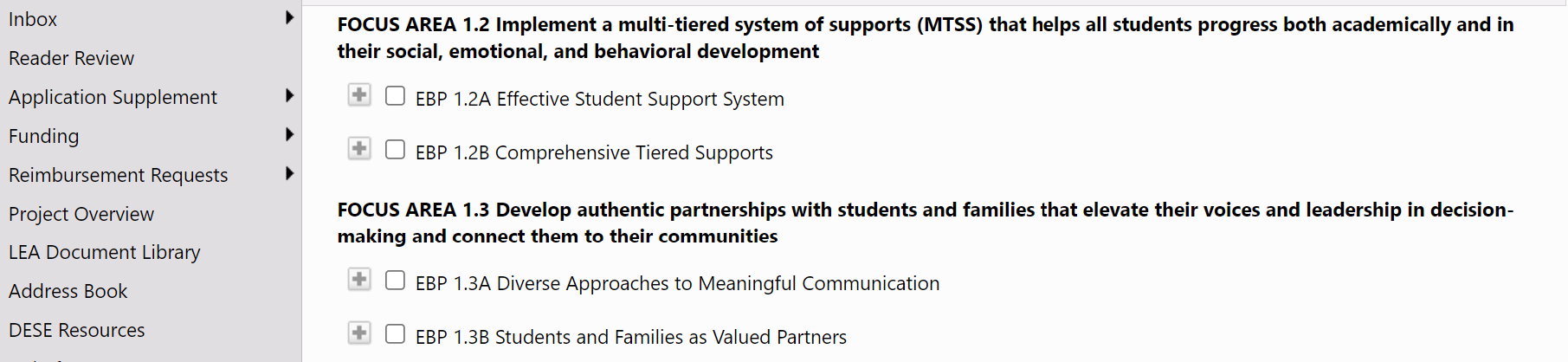
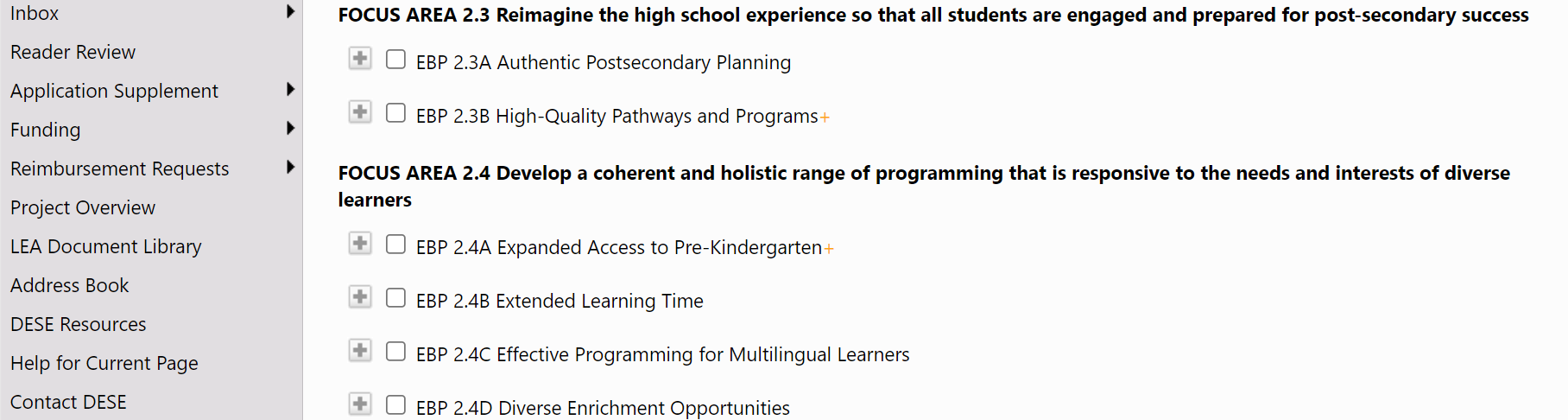
### **Section 4: Engage Families/Caregivers and other Stakeholders**

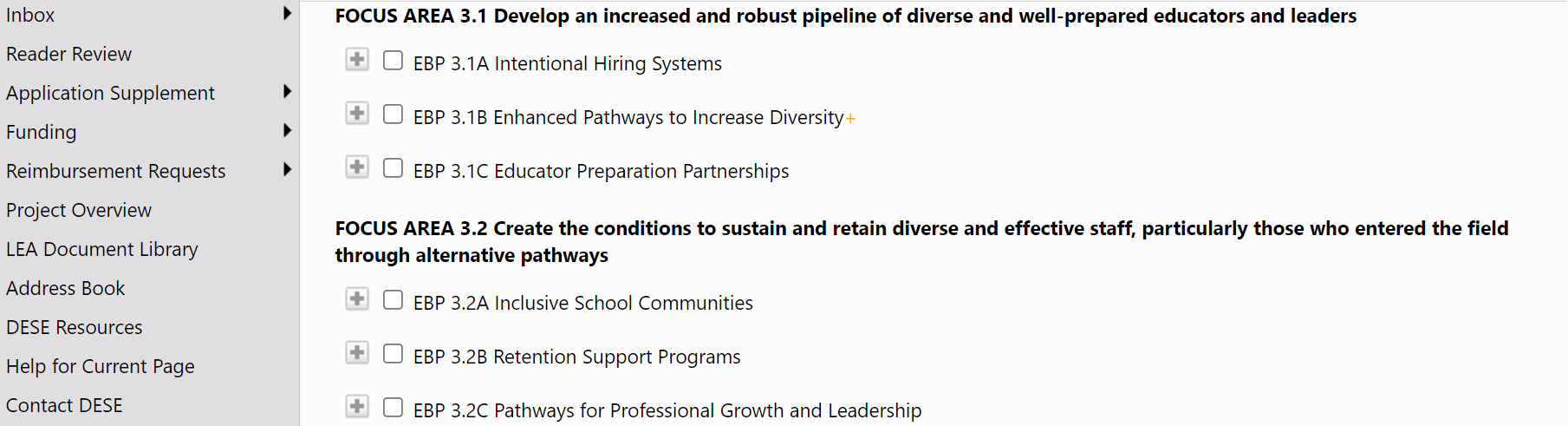
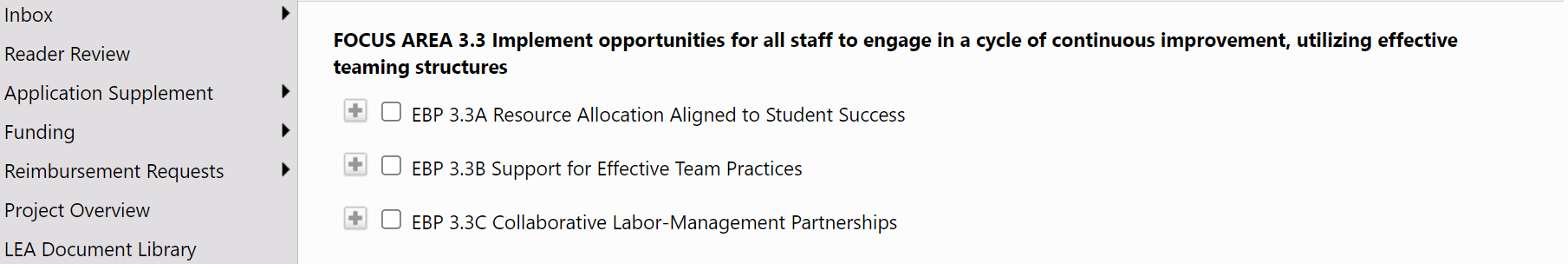
### **Section 5: Select Evidence-Based Programs to Address Disparities**

#### **Additional Instructions for Section 5**

* Be sure to allow this page to fully load before selecting EBPs.
* Select one or more EBPs from up to three of the ten Focus Areas.
* To select an EBP, check the box alongside it; a screen with a set of items will open. *(See page 9)*

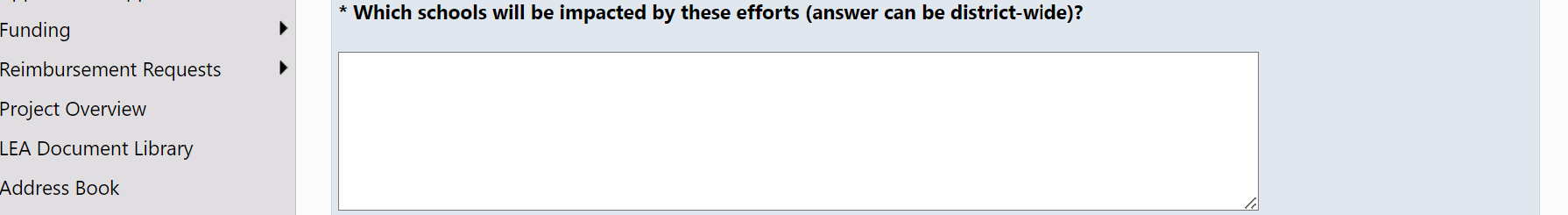
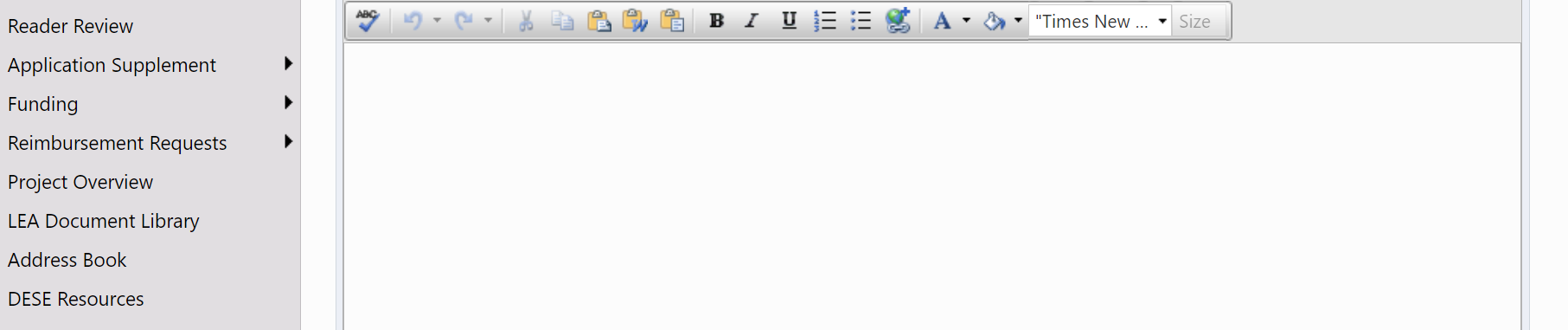
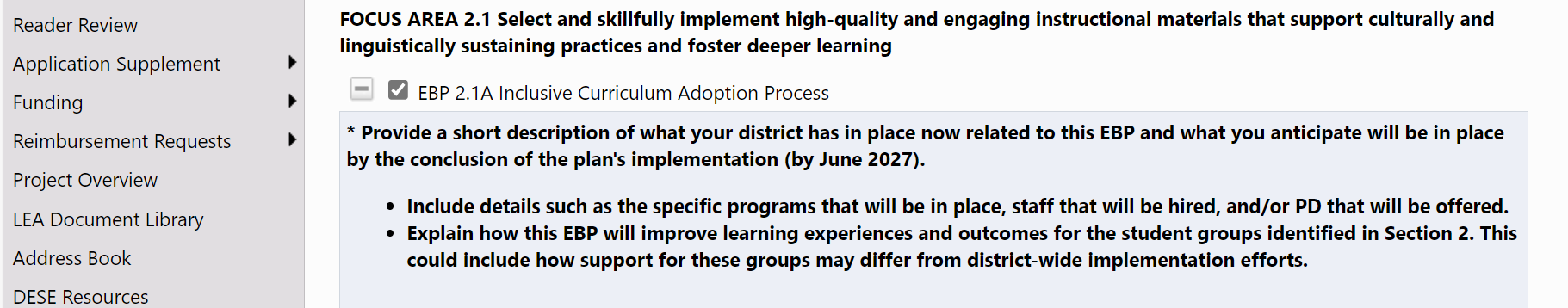
  

### **Section 5: Select Evidence-Based Programs to Address Disparities *(Continued)***

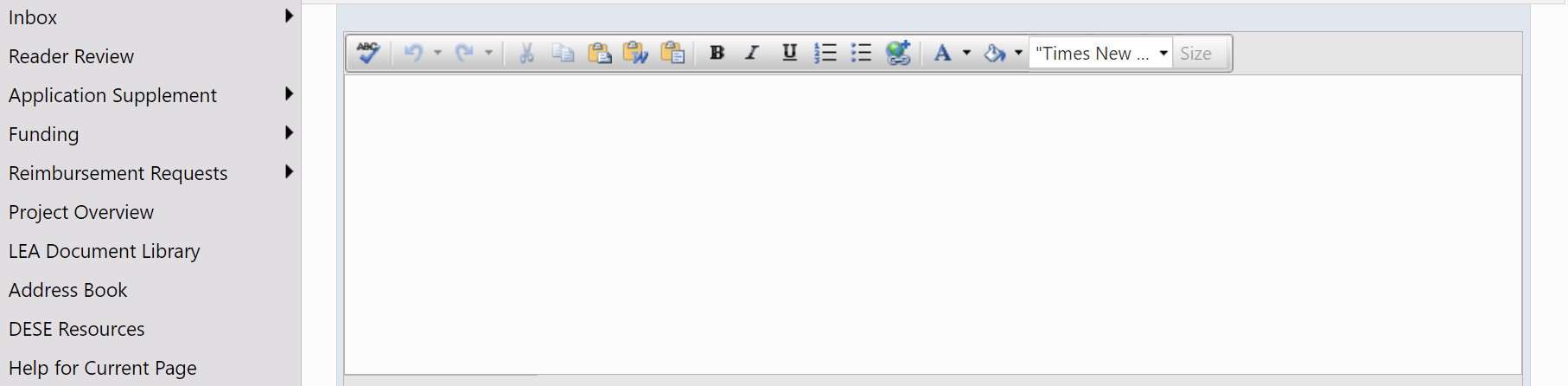
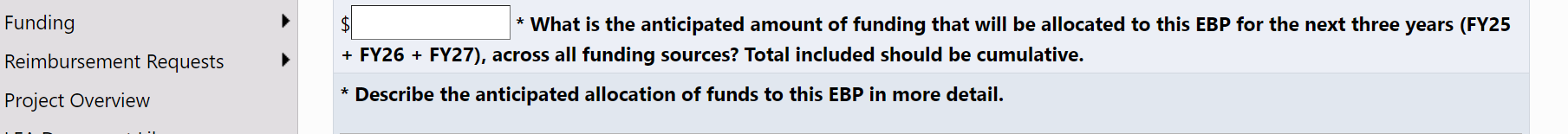
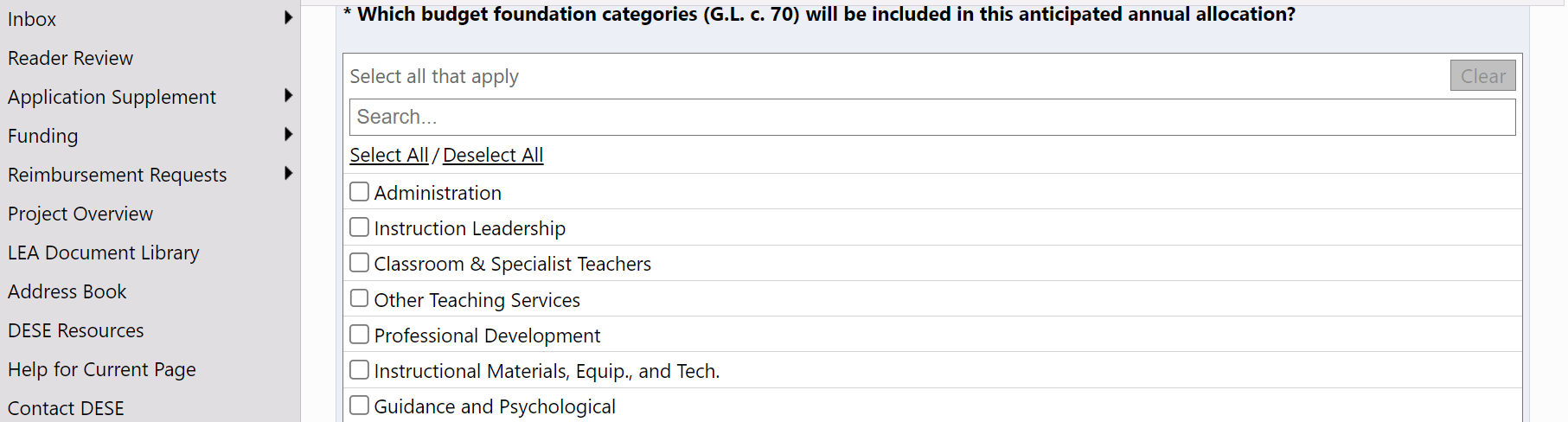
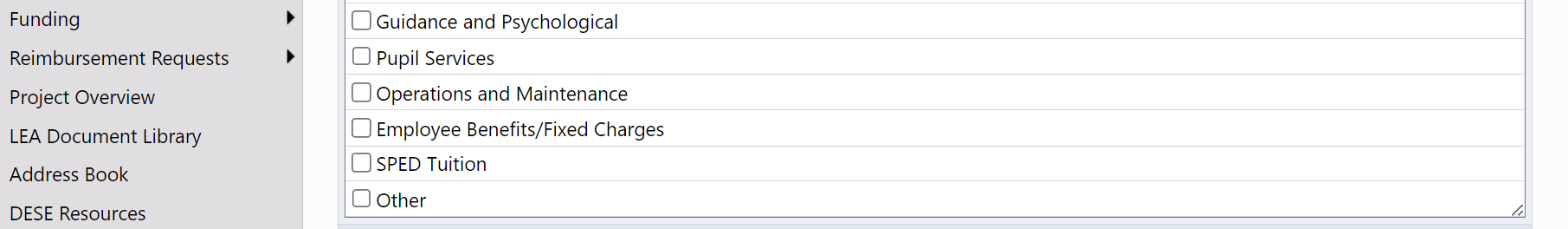
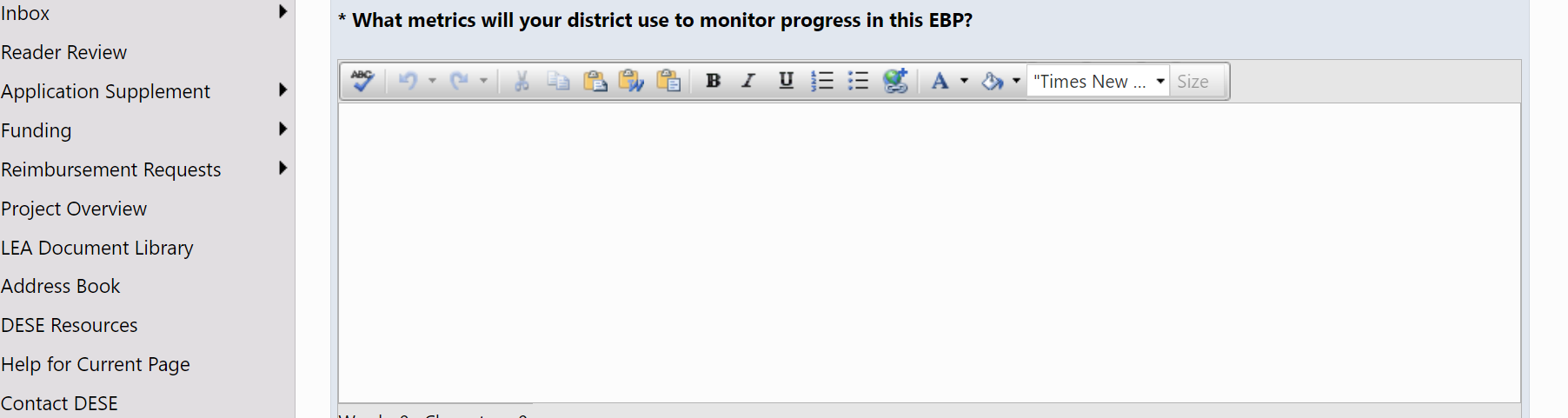
 

### **Response items for each EBP in your SOA Plan (Section 5)**

* Select the first EBP in your plan by checking the box to its left. A screen with the items in the screen shots below will open.
* Once you provide responses for the first EBP in your plan, repeat the process for any additional EBPs.

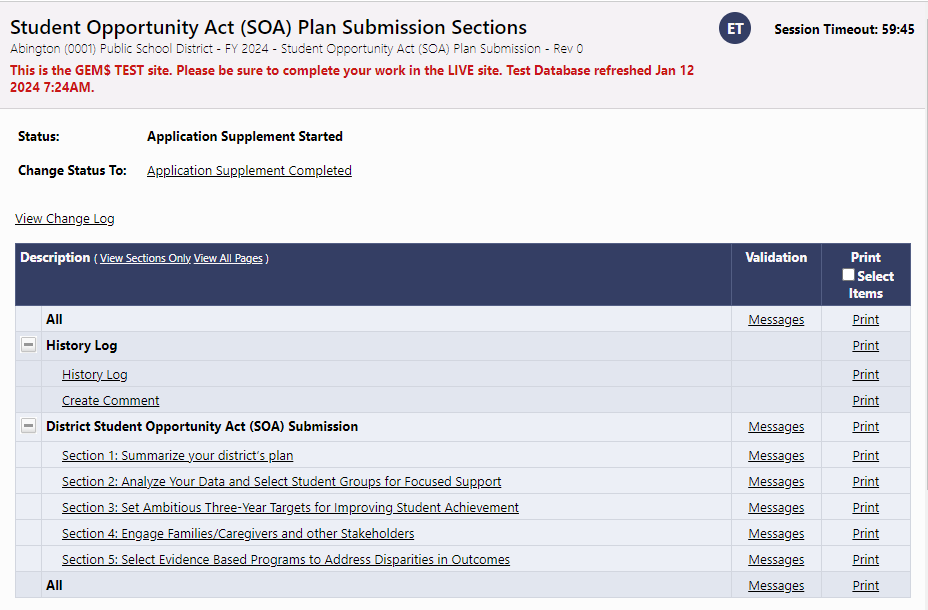


### **Response items for each EBP in your SOA Plan (Section 5) *(Continued)***

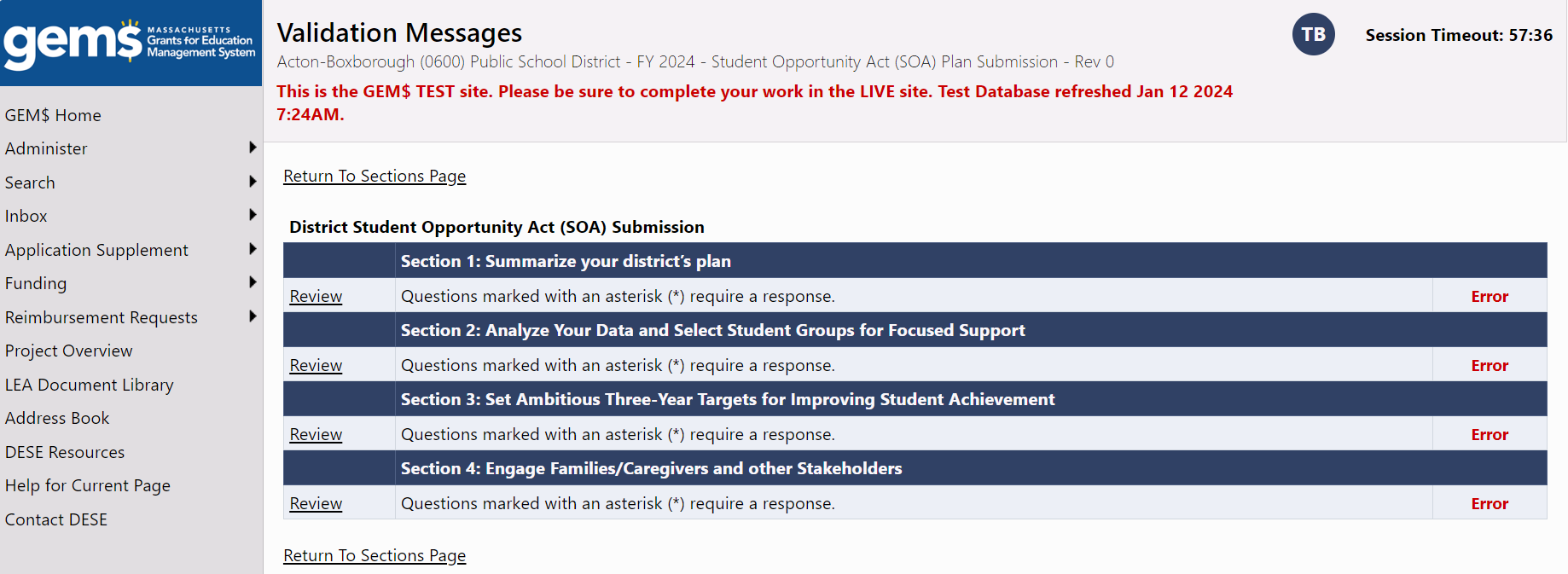
   

## **How to submit your SOA Plan**

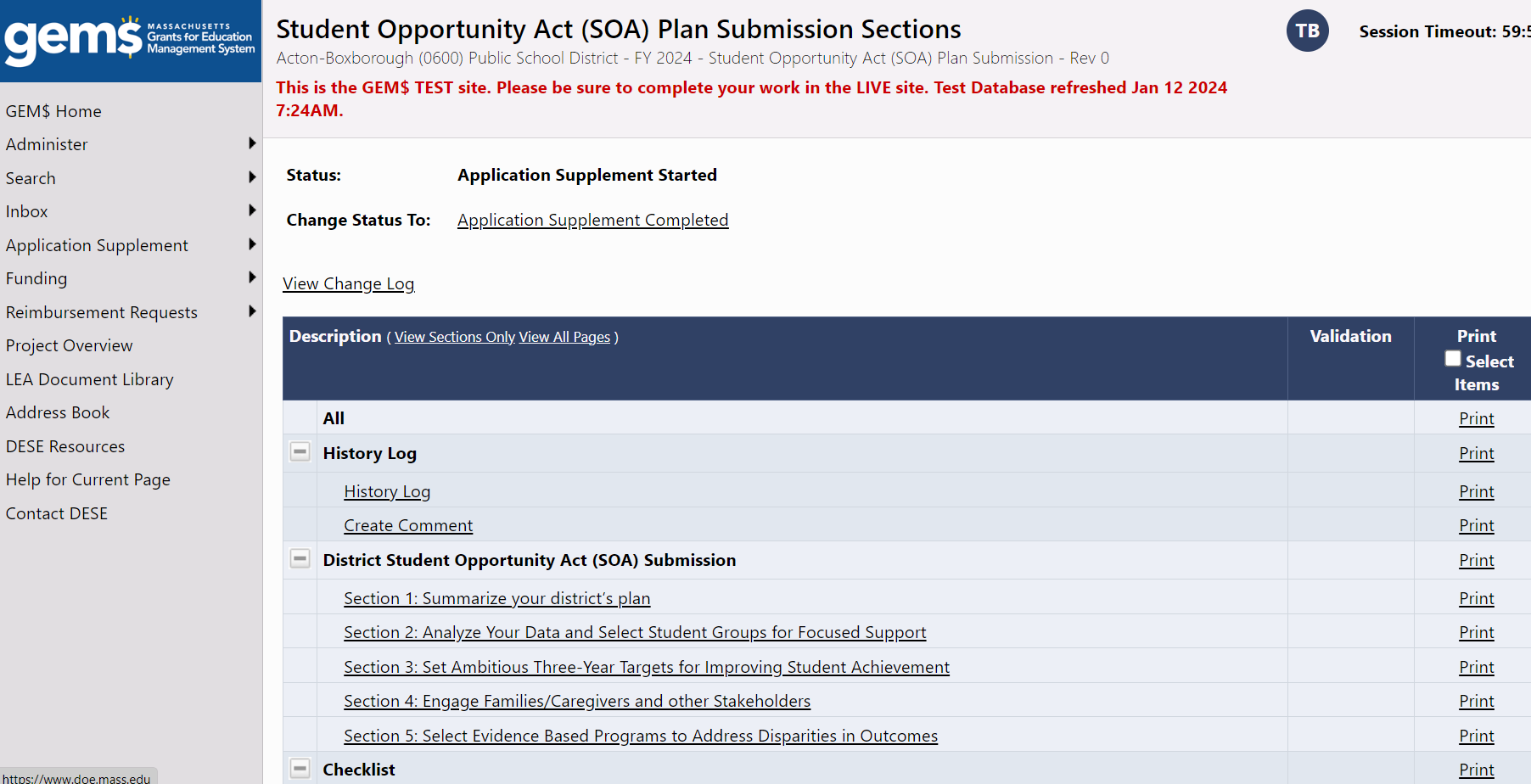
* **LEA SOA Plan Writer(s)**
  + If there are any “Messages” in the validation column (green square), any that appear as errors must be corrected before the application may be moved to the next status (Application Supplement Completed).



* + Click on any Message to reveal the required actions (clicking on All in the Validation column shows all errors):

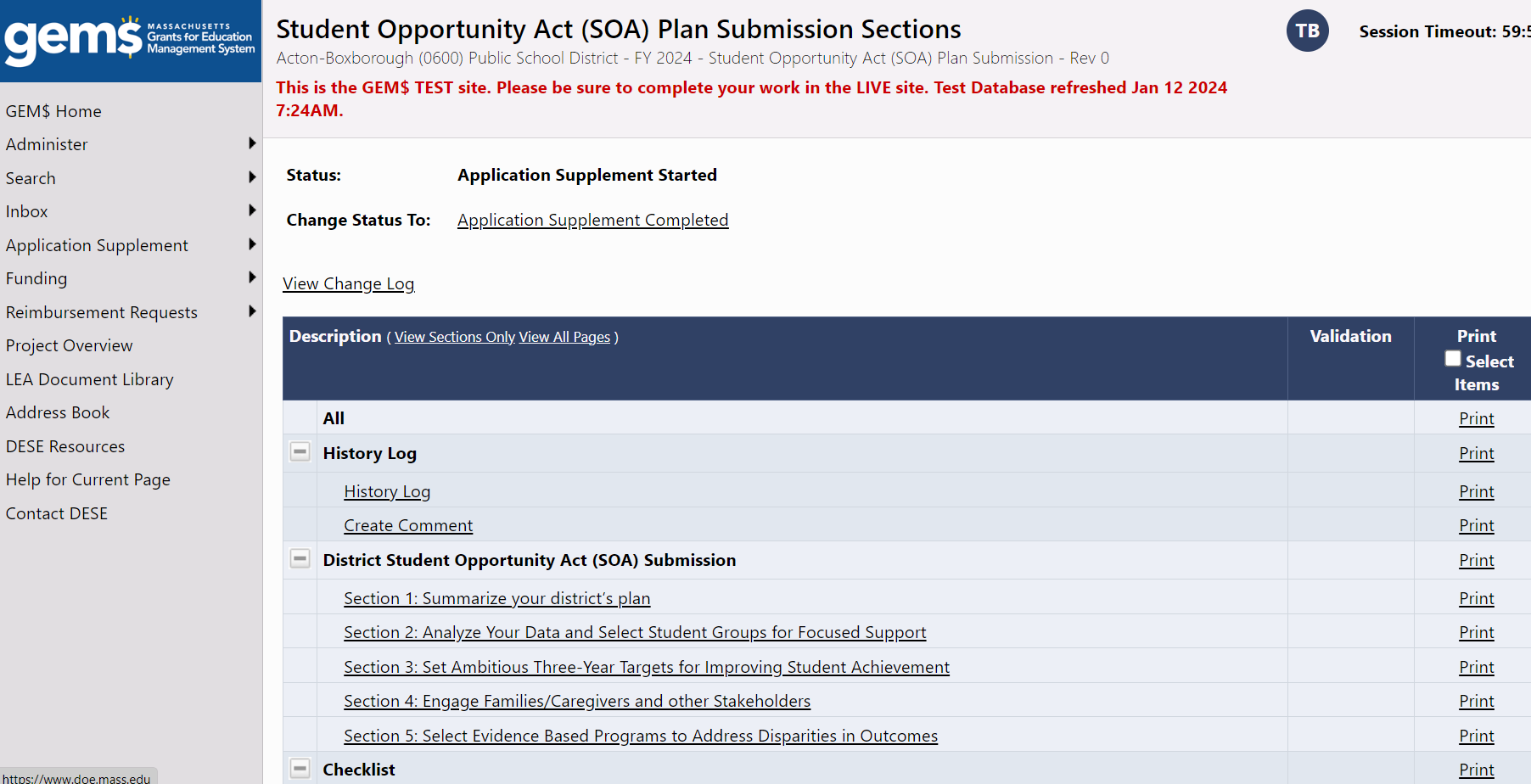


* + Clicking on the “Review” link will take you to the page with the error (green circle) to allow you to correct.
  + When all validation errors (Messages) have been eliminated (green box) and the SOA Plan is ready for the LEA Superintendent/Chief Executive’s review and approval, return to the **Student Opportunity Act (SOA) Plan Submission Sections**
  + Update the ***Status*** from *Application Supplement Started* to *Application Supplement Completed* by clicking *Application Supplement Completed* on the ***Change Status To:*** line (green circle).



* **LEA Superintendent/Chief Executive** 
  + The LEA Superintendent/Chief Executive, will receive a *No Reply* email from GEM$ indicating that the LEA SOA Plan Writer has completed the SOA Application Supplement. This is the superintendents’ cue to review the plan and either approve it, or return it to the LEA SOA Plan Writer for edits.
  + To do that, navigate to the **Student Opportunity Act (SOA) Plan Submission Sections** and update the ***Status*** from *Application Supplement Completed* to either *LEA Superintendent/Chief Executive Approved* **or** LEA Superintendent/Chief Executive Returned – Edits Needed by clicking on the appropriate link on the ***Change Status To:*** line.
  + The plan is submitted to DESE when the ***Status*** is set to *LEA Superintendent/Chief Executive Approved*.

## **How to print your SOA Plan**

* You can print your SOA Plan from the **Student Opportunity Act (SOA) Plan Submissions Sections** clicking on *Print* next to each section you would like to print.
* You also have the option of checking the box in the *Print Selected* *Items* column on the far right. A set of boxes will appear next to each section. Place a checkmark next to the section(s) you would like to print, then click on the word *Print* in the column header.