

Frequently Asked Questions

Instructional Technology Plan

Access to the Plan

1. **Question:** How do I obtain access to the Business Portal to enter my plan? How do I obtain my user name and password?

Answer: The Superintendent or his/her designee(s) provides the access. The Superintendent of the School District or his/her designee will create user accounts (permissions) in the State Education Department Delegated Account System (SEDDAS). For additional information, please see [SEDDAS User Guide](#) and [SEDDAS Mini Guide](#).

2. **Question:** My Superintendent has been trying to entitle me to the EdTech plan in SEDDAS, but it doesn't seem to be listed when I log in to the business portal. What should we do?

Answer: Make sure that the Superintendent selected "SED Monitoring" on the entitlement screen. If that doesn't work, please send a screen shot or multiple screen shots with an explanation of your problem to [Ed Tech](#).

3. **Question:** I have access to the Business Portal. How do I obtain access to SED Monitoring application, so I can enter data into the Tech plan?

Answer: The Superintendent or his designees(s)--DA/EA or the Entitlement Administrator (EA)--will grant access (entitle) the user to the SED Monitoring application. If the DA/EA does not have access to the SED Monitoring System, the Superintendent will need to grant them this access.

4. **Question:** I have been granted access to SED Monitoring, but I still don't see the Plan.

Answer: The next and final step is for the DA/EA or the EA to assign the role of Data Access for Data View and Data Entry. For further information, please see [SEDDAS Mini Guide](#) p.6.

5. **Question:** My superintendent has entitled me to enter data in the tech plan, but when I log into the Business Portal, I don't see SED Monitoring and Tech Survey. What do I do?

Answer: Superintendent has to grant District access to the user so they can see the survey. In other words, if the user has their account tied to an individual school, the Superintendent will need to create a new account at the District level and then grant that new account access to Ed Tech. Then the individual can see the Plan and enter data.

6. **Question:** I am having trouble accessing the Business Portal. I have entered my user name and password, but it won't open. What should I do?

Answer: The password to access the Business Portal must be changed every six months. If a user hasn't changed the password recently, the first thing that the user should do is click the Reset Password button on the top right of the Business Portal. If logging with a new password doesn't work, then contact [Ed Tech](#).

Contact Information

7. **Question:** We are having trouble completing our Tech Plan. How could we get help completing it?

Answer: There are several ways to get help completing the Tech Plan:

- Contact your [RIC reviewer](#) or your [Model Schools Tech Plan Coordinator](#) for assistance.
 - The Big 5 School Districts should contact [NYSED](#) directly.
- Go to the [2018-2021 ITP Resources for Districts](#) and look for information on your issue.
- Send an email with your question to [Ed Tech](#).

Review Process

8. **Question:** Are we required to work with our BOCES and/ or RIC when submitting the technology plan?

Answer: The BOCES Model Schools facilitators and RIC reviewers play an important role in the submission, review, and approval process for the submission of the Instructional Technology Plan Survey.

- The process for submitting the tech plan is outlined in the *Mini-Guide for Districts: How to Access and Complete the 2018 Instructional Technology Plan* [link].
- See the [flowchart](#) of the review process. Please note that this process may vary slightly by region and does not apply to the Big 5 school districts.

9. Question: What criteria will the RIC reviewers use when reviewing the plans?

Answer: The RICs will be examining the following in their review of the plans:

- Are the answers complete?
- Are the responses logical?
 - This determination should be based upon the reviewer's knowledge of current developments in the field of educational technology;
 - The District's most recent plan; and
 - The District's current technology needs.
- Are the answers internally consistent and consistent with the services that are provided to the district by the RIC or BOCES, if any?
- Are there any major typos?

10. Question: What criteria will NYSED use in reviewing the plans submitted by the RIC reviewers for final approval?

Answer: NYSED will read the Reviewer's Comments and Notes to make sure that all issues identified by the RIC Reviewer have been resolved and the Reviewer followed the criteria outlined above.

- If yes, plan will be approved.
- If no, NYSED will contact Reviewer to discuss unresolved issues.

11. Question: What are the Inbox and Outbox for the tech plan in the SED Monitoring System? Could they be used to communicate like an in an email program?

Answer: The Inbox and Outbox are simply the places where tech plans reside. They **cannot** be used for communication. When a District submits their plan to their RIC (or NYSED for the Big 5), the plan moves from the Inbox to the Outbox.

Requirements for Plan Submission

12. Question: Our plan was approved in 2016 or 2017. Do we need to submit a new plan in 2018?

Answer: Yes. All New York State public school districts are required to submit Instructional Technology Plans (ITP) per Part [100.12](#) of Commissioner's Regulations. The ITP will cover the three-year period from July 1, 2018 to June 30, 2021. Annual updates in 2019 and 2020 to the 2018-2021 plan will be allowed but will *not* be required.

13. Question: Is approval by the School Board required before a District submits its technology plan?

Answer: Commissioner's Regulation 100.12 does not require that the school district board approve the plan prior to submission. It is up to the school district superintendent to follow locally-established protocols prior to submitting the instructional technology plan to the state.

14. Question: Do we need to submit both the tech plan and the technology plan for obtaining E-Rate funds?

Answer: The E-Rate program no longer requires the submission of a technology plan.

15. Question: Are BOCES required to submit an instructional technology plan?

Answer: [Part 100.12](#) of the Commissioner's Regulations does not require BOCES to submit instructional technology plans.

16. Question: Are charter schools required to submit an instructional technology plan?

Answer: Charter schools are not required to submit an instructional technology plan.

Clarification of Plan Questions

17. Question: Would the FTE count in Question 1 of Section V, Administrative Management Plan, change if the employees are 10-month or 12-month employees? In other words, would a full-time 10-month employee have a different FTE count than a full-time 12-month employee?

Answer: No. In answering these questions, what is important is how much of the staff person's time is spent on technology. Any full-time employee who spends 100% of their time on technology is 1.0 FTE.

18. Question: Does Question 1 of Section V, Administrative Management Plan, refer to the FTE count for staff as of July 1, 2018 or as of October 26, 2018?

Answer: No. It refers to the FTE count as of the date the plan is submitted.

19. Question: In question 1, Section V, do FTE counts only apply to District employees, or should it include staff provided through a vendor such as a BOCES or RIC?

Answer: The FTE count can include contracted services if those services are for an FTE, or portion of an FTE, for the entire year and not for a limited specific task.

20. Question: Are charter schools included in Question 3 of Section V, Administrative Management Plan? "Has the school district provided for the loan of instructional computer hardware to students legally attending nonpublic schools pursuant to Education Law, section 754?"

Answer: No, there is no duty to lend to students attending charter schools since charter schools are considered to be public schools.

21. Question: If the district chooses to respond to a question in the plan that is optional and is in table format, does the district need to complete the entire table?

Answer: No, the entire table does not need to be completed. However, all columns in a row must be completed for each row that the district chooses to complete.

22. Question: When completing the investment plan, how should the estimated cost figure be calculated?

Answer: Example of cost calculation: If a district estimates a one-time cost of \$100,000 and an annual cost of, on average, \$100,000, the dollar amount in the estimated cost column would be \$400,000. This cost figure should include all estimated costs for the item over the three year period covered by the plan

23. Question: When copying goals from Section II to Section III, is it acceptable to further expand upon or clarify the goals that are restated in Section III(Action Plans)?

Answer: No, the goals listed in Section II should be identical to the goals listed in Section III. Additional information that the district would like to share about a goal should be outlined in the district's response to the action step questions in Section III, or anywhere else in the plan where that additional information might be useful or appropriate.

Smart School Bond Act (SSBA)

24. Question: Does a district have to submit an instructional technology plan to receive Smart Schools Bond funds?

Answer: Yes, if they wish to use those funds for purchases in the Classroom Learning Technology, School Connectivity, or Community Connectivity categories. According to the [SSBA Guidance](#): "Districts that include educational technology purchases as part of their Smart Schools Investment Plan must have a submitted and approved Instructional Technology Plan survey on file with the New York State Education Department , and their Smart Schools Investment Plan must be consistent with their instructional technology plan," p. 6.