

Education Plan for Student Success and Budget Approval Process

NM DASH User Guide – District/Charter Schools

2022- 2023

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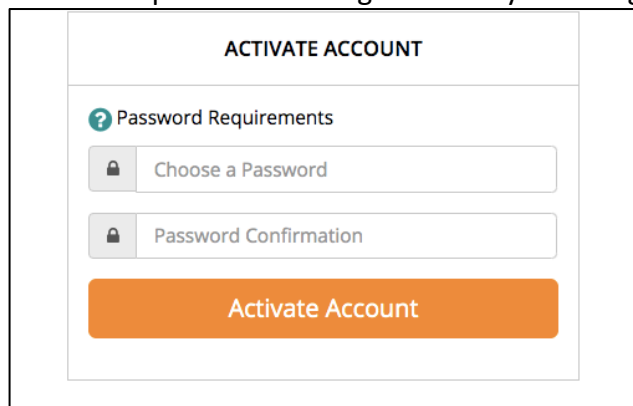
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NM DASH User Account Setup

If you need access to DASH, provide your information here:

<https://app.smartsheet.com/b/form/d9e99fee3fa24e47a0ef6961de329e47>.

You will be invited to use NM DASH by an administrative user. Look for an email from PEDnoreply@state.nm.us with the Subject: *Confirmation instructions*. Included in the email is a link to complete the site registration by choosing a password for your account.

A screenshot of a web form titled "ACTIVATE ACCOUNT". Below the title is a section labeled "Password Requirements" with a question mark icon. It contains two input fields: "Choose a Password" and "Password Confirmation", each with a lock icon on the left. At the bottom of the form is an orange button labeled "Activate Account".

After activating your account, you will login with your email address and the password you created. Bookmark https://dash.ped.state.nm.us/users/sign_in for later access.

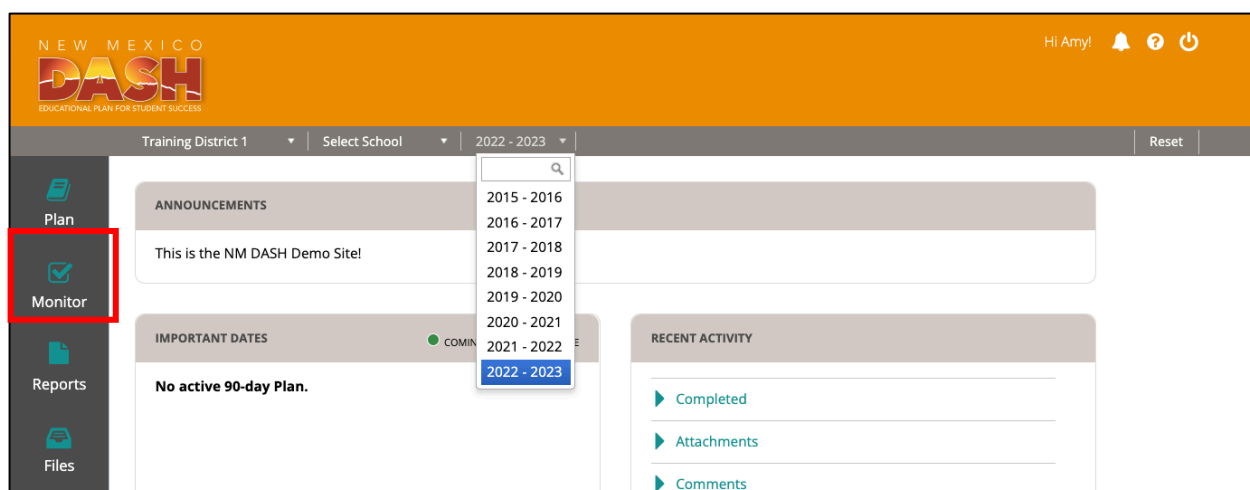
Manage Users

Administrative-level users at the district or charter school will create and manage access to NM DASH for their organization. For help with user management tools, access the Administrator Guide from the Resource Library at: <https://dashlibrary.ped.state.nm.us/resources/118>.

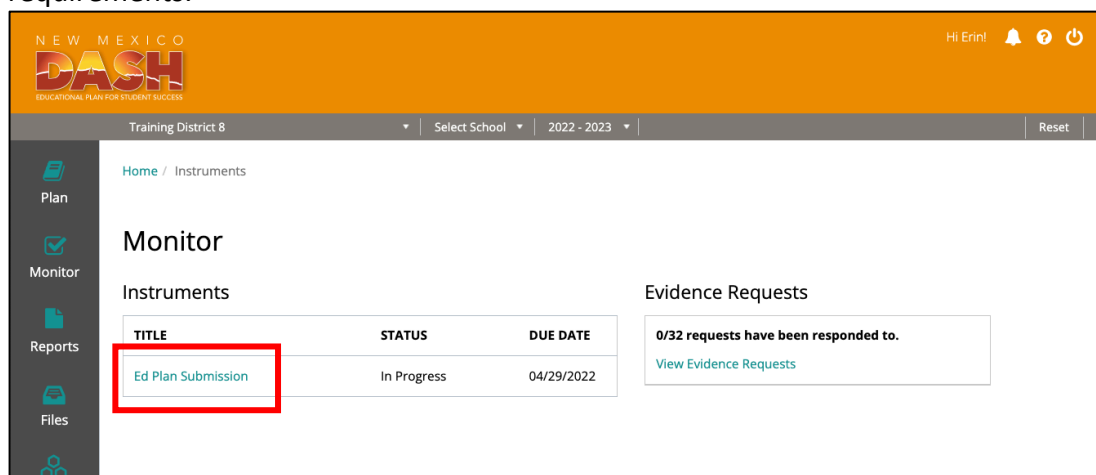
Accessing Instruments

The submission tool is located under the 2022-2023 School Year. You may need to change the default school year if it is not 2022-2023 when you start the process (note: the school year typically changes in DASH in June). After selecting the 2022-2023 school year, select the **Monitor** option on the left navigation bar to get started.

NM DASH Monitoring: District and Charter School User Guide



The Monitoring Dashboard includes a link to the Ed Plan Submission instrument. (If you see two instruments, you are in the previous school year.) It will start with a status of In Progress, which denotes that the district is in the process of responding to documentation requests. The due date for submission will be listed here. Click the title of the instrument to access the requirements.



Instrument Overview

The Instrument Overview contains information about the instrument and access to its requirements. Before viewing requirements, an administrative level user in your organization will need to assign the Instrument Submitter(s) to the instrument. The Submitter is the designated user who has access to notify the Reviewer(s) when the organization's response to the instrument is complete. Often the administrative level user will assign their own account for this role. You may also want to assign additional Submitters for the purpose of receiving automated emails when the instrument is updated.


Assign Submitter(s)

Administrative level users will see the **Assigned Submitters** box at the top of the Instrument Overview. Click to expand.

Select from a list of users in your organization. Multiple users may be assigned as a Submitter if you are not sure who will make the final submission. Assigned Submitters will see the **Submit for Review** button at the top right of the Instrument Overview. If you assigned yourself, you may need to refresh the screen to see the button.


[Home](#) / [Instruments](#) / Ed Plan Submission REPORT

Ed Plan Submission

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)	
In Progress	0 comments	2 reviewers		 See Related Resources

▶ [Assigned Submitters](#)

Ed Plan Submission

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)	
In Progress	0 comments	2 reviewers		 See Related Resources

▼ [Assigned Submitters](#)

Assign Submitter

Amy District - A NM Demo District 1

Elinor Tester - Training District 1

District User - A Model School District

NM DASH Monitoring: District and Charter School User Guide

[Home](#) / [Instruments](#) / Ed Plan Submission

REPORT

Ed Plan Submission

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)
In Progress	0 comments	2 reviewers	Amy District

[See Related Resources](#)

Assigned Submitters

Resources

Access resources to support your response by clicking the See Related Resources link at the top or scroll to the bottom of the page to view.

[Home](#) / [Instruments](#) / Ed Plan Submission

REPORT

Ed Plan Submission

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)
In Progress	0 comments	2 reviewers	Amy District

[See Related Resources](#)

Submit for Review

Resources include links and document downloads.

Resources

[Student Demographic Data](#)
Access 2021-2022 student demographic data here.

[FY23 Budget Data](#)
Access program specific budget allocations for your LEA here.

[Pathway to Previous Year's Performance Target Submission](#)
In order to assist with completing the Performance Target spreadsheet for FY23, last year's submission can be accessed following the instructions as attached.

[Working Document](#)
If you would like to compose your responses in a Word document before posting final responses in DASH, use this document to prepare. Note: do not upload this document as your submission; all responses should be entered into their respective evidence requests.

Access Items

Click **Expand All** or click “Requirements” to expand and view all items. The items will display. Click the item title to view details.

Items						
Expand All						
▼ Requirements						
ITEM	ID	EVIDENCE	COMMENTS	STATUS	REVIEW STATUS	
At-Risk		0/6	0 comments	In Progress	In Progress	
ELTP and K-5 Plus		0/4	0 comments	In Progress	In Progress	
Beginning Teacher Mentorship		0/6	0 comments	In Progress	In Progress	
Performance Targets		0/1	0 comments	In Progress	In Progress	
Special Education		0/5	0 comments	In Progress	In Progress	
Federal & Local Revenue		0/4	0 comments	In Progress	In Progress	
Family Income Index		0/6	0 comments	In Progress	In Progress	

Item Overview

Each instrument item contains information to support your response to the requirements. The main sections are Resources, Description, and Evidence.

- The **Resources** section (which may not appear in all items) includes downloadable files or web links to support your response. Typically this will include templates that you can download and complete to satisfy the evidence requirements.
- The **Description** area contains legal requirements, instructions, and contact information related to the item.
- The **Evidence** section is where you will provide the response for the item’s requirements.

You may work in order of the items by clicking the **Next Item** link at the top or jump to a specific item by using the item menu at the top.

[Home](#) / [Instruments](#) / [Ed Plan Submission](#) / At-Risk

At-Risk

[Previous Item](#)
[Next Item](#)

STATUS	COMMENTS	INSTRUMENT	CATEGORY	ID
In Progress	0 comments	Ed Plan Submission	Requirements	

Resources

[At-Risk Funding Distribution](#)

Download and complete this spreadsheet and attach to the At-Risk Funding Distribution evidence request on the right side of this screen.

Description

Legal references:

Per [§22-8-6.E, NMSA 1978](#)- Operating budgets; educational plans; submission; failure to submit;

(2) a narrative explaining the identified services to improve the academic success of at-risk students;

(5) a narrative explaining supplemental programs or services offered by the school district or charter school to ensure that the Bilingual Multicultural Education Act [Chapter 22, Article 23 NMSA 1978], the Indian Education Act [Chapter 22, Article 23A NMSA 1978] and the Hispanic Education Act [Chapter 22, Article 23B NMSA 1978] are being implemented by the school district or charter school;

Per [§22-8-23.3.A, NMSA 1978](#), a school district or charter school receiving additional at-risk program units shall include a report of specified services implemented to improve the academic success of at-risk students. The report shall identify the ways in which the school

Evidence

0/6 responses

AT-RISK LEGISLATION

Describe programs or services being implemented that address the Bilingual Multicultural Act, the Indian Education Act and the Hispanic Education Act. Use the *Text Response* option to provide a **3 sentence** text response.

[Attach Evidence](#)

SERVICES TO BE IMPLEMENTED

Identify service(s) that will be implemented for this school or school(s) within the district. Use the *Text Response* option to enter one or more of the following services:

- Case management, tutoring, reading interventions and after-school programs delivered by social workers, counselors, teachers or other professional staff
- Culturally relevant professional and curriculum development, including those necessary to support language acquisition, bilingual and multicultural education
- Additional compensation strategies for high-need schools

Evidence Requests

Items will include Evidence Requests on the right side of the screen. Each request is listed with a title and description/instructions to guide your response. Once your response is ready to add, click **Attach Evidence** to begin.

Evidence

0/6 responses

AT-RISK LEGISLATION

Describe programs or services being implemented that address the Bilingual Multicultural Act, the Indian Education Act and the Hispanic Education Act. Use the *Text Response* option to provide a **3 sentence** text response.

[Attach Evidence](#)

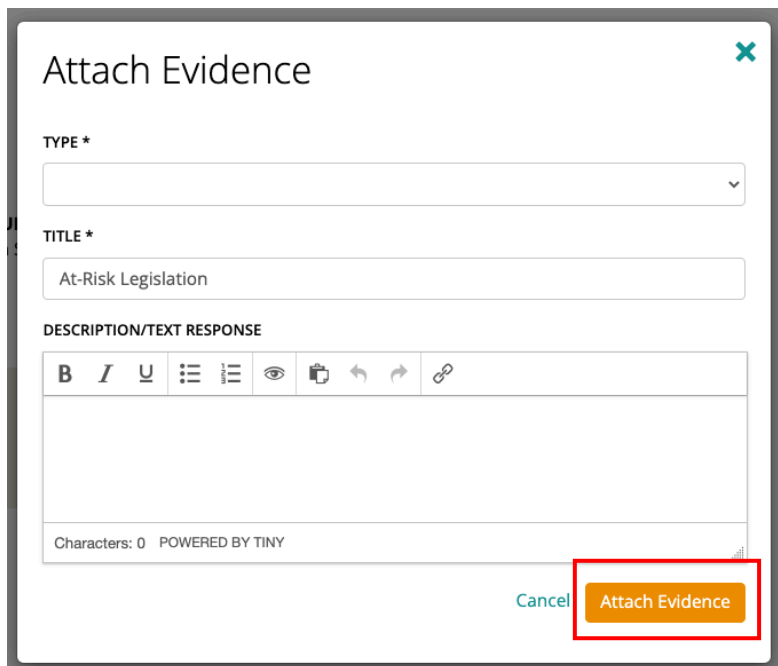
A pop-up will appear with four options for submitting your response. In most cases, the evidence request description will detail what format is required (e.g., “upload” indicates File will be the format or you will be asked to provide a Text Response). You can attach more than one response to a single evidence request.

File

Select **File** to upload a document. Allowable file types and maximum file size is displayed for reference. Click the **Choose File** button to locate a document on your computer. Provide an optional Description and click **Attach Evidence** to save.

Text Response

When requested to provide a text response, use the **Text Response** option under the Type menu and then type the content in the Text Response box. Use formatting tools (e.g., bullet lists) as needed. Click the **Attach Evidence** button to save.



The screenshot shows a modal window titled "Attach Evidence" with a close button (X) in the top right corner. The form contains three main sections: "TYPE *" with a dropdown menu, "TITLE *" with a text input field containing "At-Risk Legislation", and "DESCRIPTION/TEXT RESPONSE" with a rich text editor. The rich text editor has a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and image. Below the editor is a character count "Characters: 0" and the text "POWERED BY TINY". At the bottom right, there are two buttons: "Cancel" and "Attach Evidence". The "Attach Evidence" button is highlighted with a red rectangular box.

When you provide a response to an evidence request, in any format, the evidence item will appear with an orange highlight to indicate it is complete. You will also see a count of completed requests at the top of the Evidence section.


NM DASH Monitoring: District and Charter School User Guide



Evidence

1/6 responses

AT-RISK LEGISLATION


Describe programs or services being implemented that address the Bilingual Multicultural Act, the Indian Education Act and the Hispanic Education Act. Use the *Text Response* option to provide a **3 sentence** text response.

 At-Risk Legislation

This is our response to this request.

Last updated 03/03/2022 01:33:32 PM by Amy District

 Attach Evidence


To edit a response, click the pencil Edit icon.



Evidence

1/6 responses

AT-RISK LEGISLATION


Describe programs or services being implemented that address the Bilingual Multicultural Act, the Indian Education Act and the Hispanic Education Act. Use the *Text Response* option to provide a **3 sentence** text response.

 At-Risk Legislation

This is our response to this request.

Last updated 03/03/2022 01:33:32 PM by Amy District

 Attach Evidence


To remove a response, click the x Delete icon.



Evidence

1/6 responses

AT-RISK LEGISLATION


Describe programs or services being implemented that address the Bilingual Multicultural Act, the Indian Education Act and the Hispanic Education Act. Use the *Text Response* option to provide a **3 sentence** text response.

 At-Risk Legislation

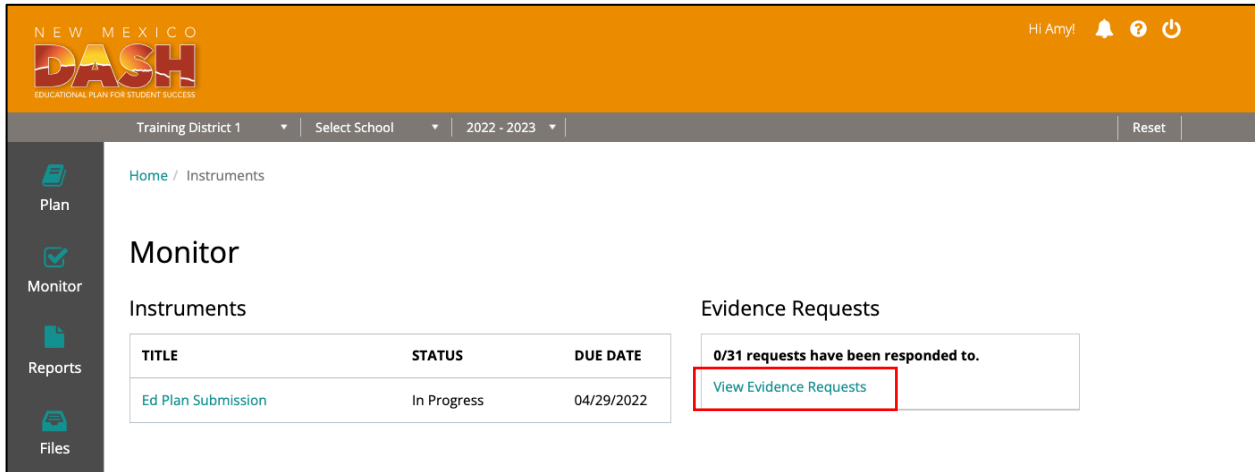
This is our response to this request.

Last updated 03/03/2022 01:33:32 PM by Amy District

 Attach Evidence

Evidence Requests List

Another way to provide evidence is through the Evidence Requests link on the Monitor landing page. Click **View Evidence Requests** to start.



NEW MEXICO
DASH
EDUCATIONAL PLAN FOR STUDENT SUCCESS

Hi Amy! [Notifications] [Help] [Power]

Training District 1 | Select School | 2022 - 2023 | Reset

Home / Instruments

Monitor

Instruments

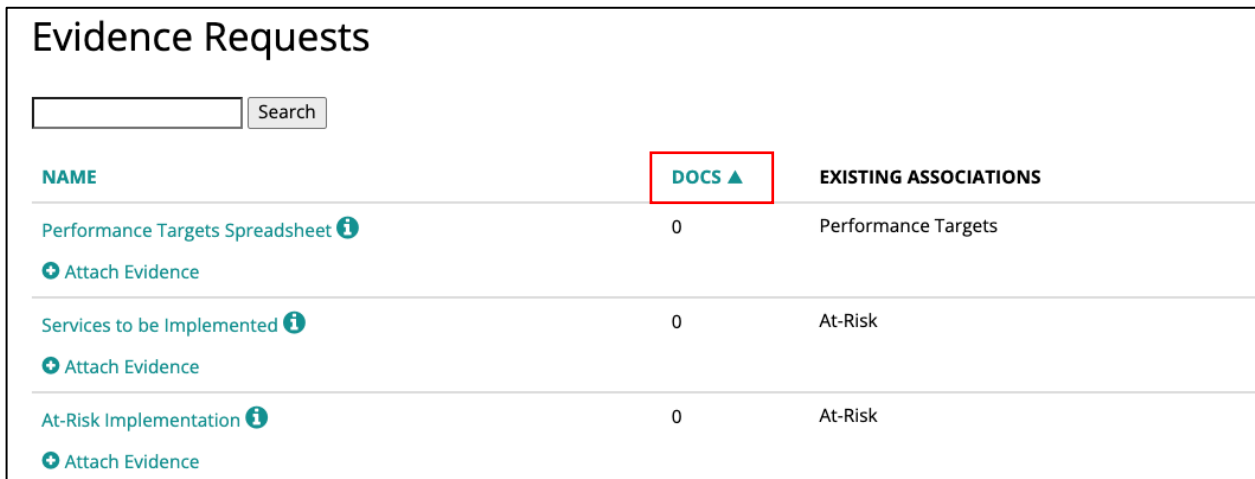
TITLE	STATUS	DUE DATE
Ed Plan Submission	In Progress	04/29/2022

Evidence Requests

0/31 requests have been responded to.

[View Evidence Requests](#)

A list of all evidence requests appears. The sort order is by number of existing attachments, highlighting those without a response. You can sort the Docs column again to view by number of attachments.

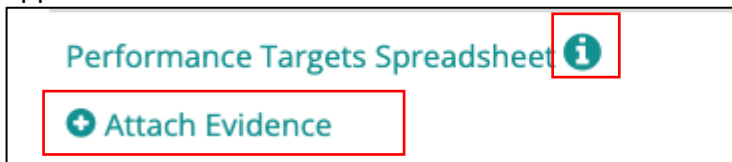


Evidence Requests

Search

NAME	DOCS ▲	EXISTING ASSOCIATIONS
Performance Targets Spreadsheet ⓘ + Attach Evidence	0	Performance Targets
Services to be Implemented ⓘ + Attach Evidence	0	At-Risk
At-Risk Implementation ⓘ + Attach Evidence	0	At-Risk

The Existing Associations column lists the item in which that evidence request appears. To view the description/instructions for an evidence request, click the info icon next to the title. If you are ready to attach your response, you can click **Attach Evidence** and the evidence box will appear.



Performance Targets Spreadsheet ⓘ

[+ Attach Evidence](#)

If you want to see more details, such as attachments already made or a link to the item the evidence request appears in, click the evidence request title on the list. On the Evidence Request detail page, you can view the full description and any current attachments. You can click the title of any item under Associations to go to the item that the evidence request is associated with. You may attach evidence from this page and/or manage existing attachments.


[Home](#) / [Instruments](#) / [Evidence Requests](#) / Performance Targets Spreadsheet

Performance Targets Spreadsheet

Description

Download the spreadsheet from the Resources section on the left, enter desired targets over a three-year period, then save. Upload as a *File*.

Attachments

 [Attach Evidence](#)

Associations

[Performance Targets](#)

Comments

If you need to communicate within your organization or with the Reviewer(s) assigned to the instrument, use the Comments feature on either the Instrument Overview or the Item page. Click the “# **comments**” link to view or post comments for that area.

[Home](#) / [Instruments](#) / [Ed Plan Submission](#) / [At-Risk](#)

At-Risk

[Previous Item](#) | [Next Item](#)

STATUS	COMMENTS	INSTRUMENT	CATEGORY	ID
In Progress	0 comments	Ed Plan Submission	Requirements	

Start by typing in the **Start a New Conversation** box.

Enter the title for your conversation thread and then the message you would like to leave. This will allow other users with access to the instrument, including the Reviewer(s) to view and respond to your conversation in a threaded location.

Conversation Title

This is a new question

Conversation Content

I would like to ask this question...

Preview

I would like to ask this question...

Create New Conversation

If you start the conversation, you will be automatically subscribed and you will receive an email if anyone responds. The new comment will also be available to view on NM DASH where it is posted (e.g., from the item page).

Submit Instrument

Once you have completed responses for all items in an instrument, it can be submitted for review. This is the last step in the evidence submission process.

If you are on an item page, you can return to the Instrument Overview by selecting the instrument title from the breadcrumb at the top.

Home / Instruments / **Ed Plan Submission** / At-Risk

At-Risk

Previous Item | Next Item

STATUS	COMMENTS	INSTRUMENT	CATEGORY	ID
In Progress	0 comments	Ed Plan Submission	Requirements	

Assigned Submitters will click the **Submit for Review** button on the Instrument Overview. You will be asked to confirm. Once confirmed, the instrument status will become Submitted and the assigned Reviewer(s) will be notified by email that your response is ready to review.

[Home](#) / [Instruments](#) / Ed Plan Submission

REPORT

Ed Plan Submission

Submit for Review

See Related Resources

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)
In Progress	0 comments	2 reviewers	Amy District

Assigned Submitters

Responding to feedback from Reviewers

After your monitoring instruments are submitted, the assigned Reviewers may have questions or feedback, which is available within NM DASH. There are two ways that Reviewers may communicate through the system.

Comments

Comments may be posted at the instrument or item level within an instrument. You can locate these at the top of either page. Click to view the comments available.

Ed Plan Submission

See Related Resources

STATUS	COMMENTS	ASSIGNED REVIEWER(S)	ASSIGNED SUBMITTER(S)
Needs Further Action	1 comment	2 reviewers	Amy District

Click the conversation title to view and post replies, if needed.

Start a New Conversation


1

Here is a comment from the reviewer. 1 minute ago Erin Carter

[Back To All Conversations for Instrument](#)

Here is a comment from the reviewer.

Started 2 minutes ago by [Erin Carter](#)



Erin Carter 2 minutes ago
Please check it out

Add a post

Submit Reply

Post-Review Status and Notes

Reviewers may finalize the review of an instrument with an item status of *Does Not Meet Requirements*. This will place the instrument in a status of *Needs Further Action* so that you can continue to address the requirements.

Monitor		
Instruments		Evidence Requests
TITLE	STATUS	DUE DATE
Ed Plan Submission	Needs Further Action	04/29/2022

1/31 requests have been responded to.
[View Evidence Requests](#)

Access the item(s) that need attention and view the feedback provided by the Reviewer in the *Status History* table.

STATUS	COMMENTS	INSTRUMENT	CATEGORY	ID
Does Not Meet Requirements	0 comments	Ed Plan Submission	Requirements	

▼ [Status History](#)

DATE	USER	ITEM STATUS	NOTE/RESPONSE MADE
03/03/2022 01:42 PM	Erin Carter	Does Not Meet Requirements	Looks like you forgot one text response.

You may add new evidence responses in the Evidence section and/or provide a written Response in the text box provided. Click the **Resubmit** button to complete the post-review process.

The screenshot shows a web interface for entering a response. At the top, it says "RESPONSE *". Below this is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and undo. Below the toolbar is a large text area for writing the response. At the bottom left of the text area, it says "Characters: 0" and "POWERED BY TINY". Below the text area is a red-bordered box containing an orange button labeled "Resubmit".

Ed Plan Submission Process Checklist

Step	Activity	Who
1	Determine who at your district should have access to NM DASH for Ed Plan. Make sure at least one individual has Admin level access.	District Administrator-level user or other district decision-maker
2	If no one has Admin access yet, use the Smartsheet form to request access.	District Administrator-level user or other district decision-maker
2	Create additional user accounts for anyone who needs to upload documents, post or view comments, or submit completed instruments to PED.	District Administrator-level user
3	Assign Instrument Submitter(s) at the top of the instrument.	District Administrator-level user
4	Access resources, templates, and working document in DASH or the resource library.	Any user with access
5	Use the working document to prepare text responses offline, if desired.	
6	Complete both spreadsheet templates (At Risk and Performance Targets) for upload.	
7	Respond to evidence requests in DASH.	Any user with access
8	<i>Optional, if needed:</i> Read, respond to, or post comments.	Any user with access
9	Review responses before final submission.	District Administrator-level user or other district decision-maker
10	Submit completed instrument to PED.	Assigned Instrument Submitters

11	Respond to feedback and resubmit items.	Assigned Instrument Submitters
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