

# LET'S WORK SMART (LWS)

## Process Guide



**All content is Copyright© 2017-2018 Let's Work Smart, LLC All rights reserved.**

No portion of the content may be reproduced, stored or transmitted in any form, or by any means, without prior written permission from Let's Work Smart (LWS). The trademarks, logos and service marks ("Marks") displayed are the property of LWS or other third parties. Users are not permitted to use these Marks without prior written consent from LWS or such third party.

[WWW.LETSWORKSMART.COM](http://WWW.LETSWORKSMART.COM)



## TABLE OF CONTENTS

*(Select the Desired Page Number to be Sent to that Section)*

Get Started .....	<a href="#">5</a>
Forgot Username .....	<a href="#">6</a>
Forgot Password .....	<a href="#">6</a>
Homepage Dashboard .....	<a href="#">7</a>
Multiple School Access .....	<a href="#">8</a>
User Account .....	<a href="#">9</a>
Change Password .....	<a href="#">9</a>
Update Profile .....	<a href="#">9</a>
Subscribe to Institute Insights .....	<a href="#">10</a>
Subscribe to Alerts .....	<a href="#">10</a>
Logouts .....	<a href="#">10</a>
Glossary .....	<a href="#">10</a>
LWS Roles Overview .....	<a href="#">10</a>
Icon Description .....	<a href="#">10</a>
User Submission Status .....	<a href="#">11</a>
Document Submission Status .....	<a href="#">11</a>
Submission Module Terminology .....	<a href="#">12</a>
Submission Module .....	<a href="#">13</a>
Submit from the Submissions Widget Process .....	<a href="#">13</a>
Submit from the Submission Module .....	<a href="#">14</a>
Submit from the Submission Document Status Widget .....	<a href="#">15</a>
Submit from Project Management .....	<a href="#">16</a>
Smart Forms .....	<a href="#">17</a>

## Let's Work Smart Process Guide



Announcements .....	<a href="#">18</a>
Review Announcements from Dashboard Widget .....	<a href="#">18</a>
Review Announcements from Announcements Module .....	<a href="#">19</a>
Comments .....	<a href="#">20</a>
Notifications .....	<a href="#">21</a>
Institute Insights .....	<a href="#">21</a>
Submissions Analysis Reports .....	<a href="#">22</a>
Risk Analysis Overview .....	<a href="#">22</a>
Submission Overview .....	<a href="#">24</a>
Document Overview .....	<a href="#">25</a>
Status Report .....	<a href="#">26</a>
Calendar .....	<a href="#">27</a>
Administration .....	<a href="#">28</a>
Add New User .....	<a href="#">28</a>
School Profile .....	<a href="#">29</a>
View and Edit School Contacts .....	<a href="#">29</a>
View and Edit Board Member Contacts .....	<a href="#">30</a>



## GET STARTED

Welcome to Let's Work Smart!

Portal link: <https://portal.letsworksmart.com/>

Using the url above, all users will be able to log into any of the modules under LWS. Enter your username and temporary password to log into the portal.

**Login**

Username  
Username   
The User name field is required.

Password  
Password 

Remember Me

[Forgot Username](#) [Forgot Password](#)

Powered by © Let's Work Smart, LLC



## FORGOT USERNAME

Enter the LWS portal link below into your browser:

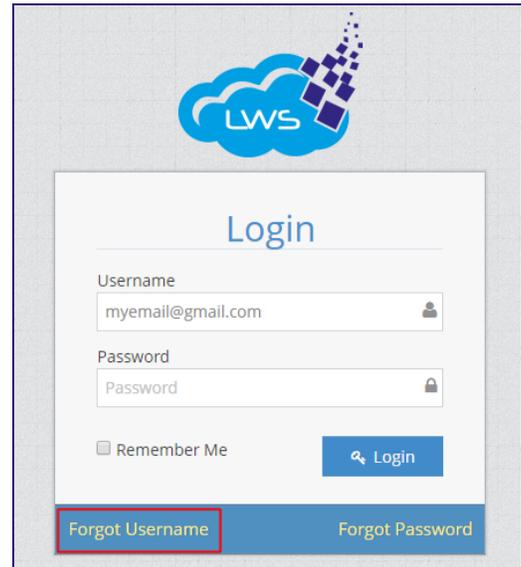
<https://portal.letsworksmart.com/>

Click “Forgot Username”.

The user will be taken to a screen and will be asked to enter the email address assigned to the account.

After the email address is entered and submitted, users will receive an email with the username.

The user can now use the username to log into the portal.



## FORGOT PASSWORD

Enter the LWS portal link below into your browser:

<https://portal.letsworksmart.com/>

Click “Forgot Password”.

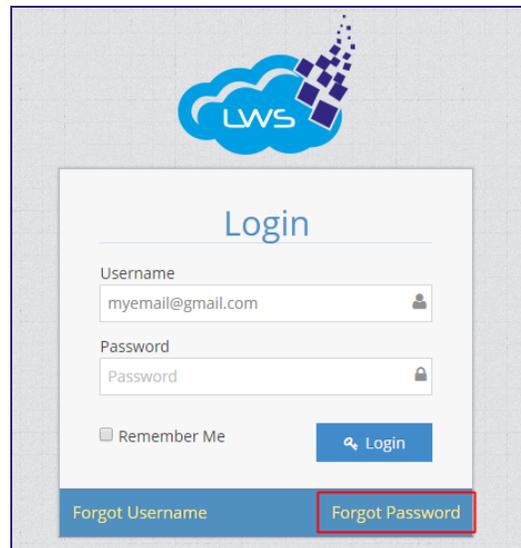
The user will be taken to a screen and will be asked to enter the username assigned to the account.

After the username is entered and submitted, users will receive an email with the information to reset the password.

The user should click the reset password link in the email.

The user will be taken to a different screen and will be asked to enter a new password and reenter the new password.

The user is now ready to enter the LWS portal.





HOMEPAGE DASHBOARD

The screenshot shows the 'Charter Institute at Erskine' homepage dashboard. It features several widgets: a 'Submissions' table (1), an 'Announcements' table (2), a 'Calendar' (5), a 'Submission Document Status' pie chart (3), an 'Internal Submissions Overview' table (4), and a 'Notifications' table (7). A 'Help' icon (6) is also visible in the top right corner.

1. **Submissions Widget:** Quick overview of submissions with a due date within the next 2 weeks. Users can click the “Submissions” header and view the submissions module. The user can click the name of each submission to view and submit the requested requirements/documents.
2. **Announcements Widget:** Quick overview of announcements. Users can click the “Announcements” header to view the announcements module. The user can click the name of each announcement to view the details.
3. **Submission Document Status Widget:** Quick overview of the submission status of the documents by the users/schools. It will show items up to 30 days out. Users can click the graph or the series to view the submissions for that category.
4. **Notifications Widget:** Quick overview of new comments from the district administrator view and to respond to the comments.
5. **Calendar:** Interactive calendar for users/schools to plan their time to meet due dates.
6. **Help:** Users can access user manuals and help resources.
7. **Profile:** The user will be able to change their password, make changes to the profile and logout of the portal.



The following buttons are located on the far left-hand side of the LWS homepage:

 8. Homepage Button	 9. Submissions Module
 10. Project Management Module	 11. Notification Module
 12. School District Submissions and Announcement Updates Module	

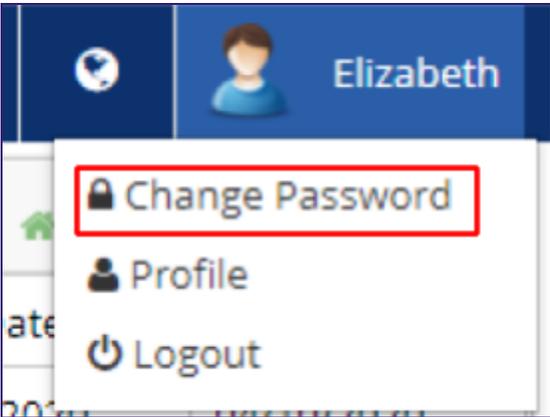
8. **Homepage Button:** The user can go back to the homepage/dashboard by clicking on the homepage button.
9. **Submission Module:** This module will allow the user to view all of the submissions that they are assigned.
10. **Project Management Module:** One or more submissions can be linked to a project or multiple projects. Users can review submissions based on projects.
11. **Notification Module:** Comments sent by the district for any submission can be viewed right here in the notification module on the dashboard.
12. **District Submissions and Announcements Updates Module:** Users will receive weekly updates from the district by a set date and time. The updates will include submissions and announcements that are due for the school. These updates are customized and users will only see the updates that they are accountable for.

## MULTIPLE SCHOOL ACCESS

Huntsville High School			
	Department	Start Date	End Date
Workshop	Academic Services, A...	01/07/2017	01/20/2017
als Retreat	Academic Services, A...	01/07/2017	01/20/2017
	Academic Services, A...	01/07/2017	01/20/2017

Only users that have access to multiple schools will be able to view this feature. Users can click on the drop-down menu to choose the school they would like to work from. Once the school is selected, the portal view is changed to the selected school's mode.

**USER ACCOUNT  
CHANGE PASSWORD**



Change Password

NOTE: Password must be minimum of eight characters with at least one special character and one number.

Current password

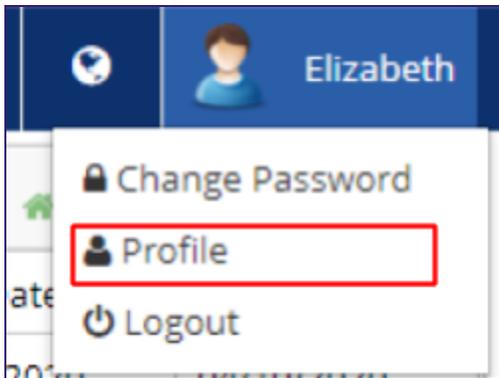
New password

Confirm new password

To change the password for your account:

1. Hover over the top-right corner and click on the name.
2. From the drop-down menu, click change password.
3. The user will be allowed to change their password on the next screen.

**UPDATE PROFILE**



Personal Info

First Name

Middle Name

Last Name

Display Name

Gender

Email

PhoneNumber

Profile Picture

Subscribe to Institute Insights

Subscribe to Alerts

Increase Color Contrast

To modify your user profile:

1. Hover over the top-right corner and click on the name.
2. From the drop-down menu, click on the profile button.
3. The user will be allowed to add/modify the information on the new screen.



## SUBSCRIBE TO INSTITUTE INSIGHTS

By turning on this feature, the user will start receiving the Institute Insights, which is a weekly district submission and announcements update newsletter delivered via email. Users can turn this feature on or off.



## SUBSCRIBE TO ALERTS

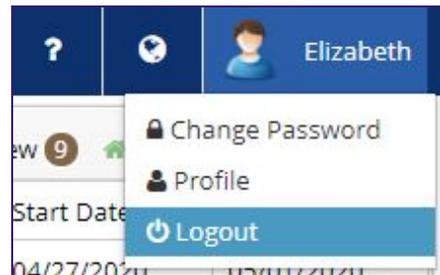
By turning on this feature, the user will start receiving alerts from the district for submissions. Users can turn this feature on or off.



## LOGOUT

To logout of the portal:

1. Hover over the top-right corner and click on the name.
2. From the drop-down menu, click on the logout button.
3. The user will be logged out of the session.
4. The user will have to log in again to begin a new session.



## GLOSSARY

### LWS ROLES OVERVIEW

Name	Description
<b>User Admin</b>	School-level access limited to the departments assigned by the Admin. This role will be able to create users. All School Leaders/Principals are automatically assigned this role by the Institute.
<b>User</b>	School-level access limited to the departments assigned by the Admin.

### ICON DESCRIPTION

Name	Description
	New submission notification.
	High priority submission notification.
	Low priority submission notification.
	Overdue submission notification.



## USER SUBMISSION STATUS

A submission can have one or more documents and/or smart form requirements that the user needs to submit. The user status will show the overall status of the requirement.

Narrative for School Report

Due Date: 06/30/2020      Department: Leadership      Priority: Medium

My Status: Approved      Tags: None

Description: Updated narrative for the school report card. For existing schools, last year narrative is provided. For first year schools, examples of narratives as well as narrative guidelines are provided.

Notes: None

— Pending    — Review    — Denied  
— Approved    — Exempt

13

days left

Name	Description
<b>Pending</b>	The user/school has not submitted any documents/evidence.
<b>In Progress</b>	The user/school has not submitted all of the requested documents/evidence.
<b>Review</b>	The user/school has submitted the requested documents/evidence and is ready for review.
<b>Denied</b>	The documents/evidence has been reviewed and is denied for re-submission.
<b>Approved</b>	The documents/evidence has been reviewed and is approved.
<b>Exempt</b>	As needed, the district can set a document requirement as exempt.

## DOCUMENT SUBMISSION STATUS

The status of a single document that is requested for the submission.

Document Name	Due Date	Status	Accepted Type	Document	History
Acknowledgement Form for Error Free QDC4 DQR Reports	06/19/2020	Review	all	View Submitted Document	

Name	Description
<b>Pending</b>	The user/school has not submitted any documents/evidence.
<b>Review</b>	The user/school has submitted the requested documents/evidence and is ready for review.
<b>Denied</b>	The documents/evidence has been reviewed and is denied for re-submission.
<b>Approved</b>	The documents/evidence has been reviewed and is approved.
<b>Exempt</b>	As needed, the district can set a document requirement as exempt.



## SUBMISSION MODULE TERMINOLOGY

School Reopening Plans

Due Date: 07/17/2020 **1**    Department: "Federal Programs Finance " **2**    Priority: High **3**

My Status: Pending **4**    Tags: None **5**

Description: School reopening plans that have been shared with students and parents must be submitted to the Insititute via the LWS Portal 30 days before the start of school. The reopening plan of each school is a local decision and should be adapted to local needs during the reopening process. Please submit your school reopening plan through this submission. Please contact Sherri Herbst if you have any questions relating to this submission or if you need guidance. **6**

Notes: None **7**

Document Name	Due Date	Status	Accepted Type	Document	History
School Reopening Plan <b>8</b>	07/17/2020 <b>9</b>	Pending <b>10</b>	pdf <b>11</b>	Submit Document <b>12</b>	<b>13</b>

Files **14**

— Pending   
 — Review   
 — Denied   
 — Approved   
 — Exempt

8  
days left

1. **Date** when the user has to submit the evidence requested in the submission/requirement.
2. The user will identify which **department** requested the submission/requirement.
3. Submissions are categorized as high, medium, or low **priority** depending on the importance and urgency.
4. Refer to the **User Submission Status** in the glossary.
5. The administrator can create **tags** under which a submission can be categorized.
6. The administrator's **expectation** on what the user/school needs to submit to meet the requirement.
7. **Additional information** about the submission. The administrator can also provide more guidance about the submission.
8. **Title** of the requirement provided by the administrator.
9. **Date** when the user has to submit the evidence requested in the submission/requirement.
10. **Acceptable file type** provided by the administrator (word, excel, pdf, image, all)
11. Status of the document (Pending, Denied, Review, and Approved) Refer to **document submission status** table in the glossary.
12. **Upload file**: Users can upload the evidence using the upload file feature. Once uploaded, the user will see that 100% of the file is uploaded with a "Done" symbol.
13. **History**: Users can upload evidence any number of times until the set due date. Users can access the previous documents submitted using the history icon.
14. **Sample documents** provided by the administrator to assist the school/user for reference/guidance.



## SUBMISSION MODULE

The Let's Work Smart system uses UTC time zone for all dates which is a standard time zone to support clients from various time zones like eastern, central, pacific etc. The cut off for submissions deadlines are midnight UTC which means it's **7pm on the date that it is due**.

There are four ways to submit the evidence for the submissions:

1. **Submission widget** (Homepage/Dashboard)
2. **Submission module** (Sidebar)
3. **Submission document status widget** (Homepage/Dashboard)
4. **Project management** (Sidebar)

## SUBMIT FROM THE SUBMISSIONS WIDGET

Click any task/submission from the dashboard/homepage.

Submission	Department	Due Date
! Title I Plan on the Member Center	Title I	01/11/2017
↓ High Quality Professional Development	Title III/ESOL	01/15/2017
↓ Parent Involvement	Title III/ESOL	01/15/2017
↓ English Language Program Staff Training	Title III/ESOL	01/15/2017
List of English Learners Special Population	Title III/ESOL	01/15/2017
Test Scores Review of English Learner Subgroup	Title III/ESOL	01/15/2017
Data analysis on student populations	Title III/ESOL	01/15/2017

The user will be taken to the actual submission page. The user will be able to see more details about the requirements for the submission.

**School Reopening Plans**

Due Date: 07/17/2020      Department: "Federal Programs Finance"      Priority: High

My Status: Pending ⓘ      Tags: None

Description: School reopening plans that have been shared with students and parents must be submitted to the Insititute via the LWS Portal 30 days before the start of school. The reopening plan of each school is a local decision and should be adapted to local needs during the reopening process. Please submit your school reopening plan through this submission. Please contact Sherri Herbst if you have any questions relating to this submission or if you need guidance.

Notes: None

— Pending — Review — Denied  
— Approved — Exempt

8

days left

Document Name	Due Date	Status ⓘ	Accepted Type	Document ⓘ	History
School Reopening Plan	07/17/2020	Pending	pdf	<input type="button" value="Submit Document"/>	↻

Files

Users can use the “Submit Document” button to upload the evidence requested.

# Let's Work Smart Process Guide



## SUBMIT FROM THE SUBMISSION MODULE

Click the “Submission” icon on the sidebar.



The user will be taken to the submission module and will see a list of all submissions that are assigned to their role/department.

Submission Name	Department	Priority	Due Date	Tags	My Status	
Teacher Certification 75/25	Leadership	Medium	06/17/2020		Review	Details
QDC4 Error Free DQR Errors in SCDE ...	PowerSchool and IT	High	06/19/2020	Compliance	Review	Details
2019-2020 Chronic Absenteeism S...	PowerSchool and IT	High	06/19/2020	Compliance	Pending	Details
PS Admins End of Year (EOY) Scho...	PowerSchool and IT	High	06/26/2020	Compliance	Pending	Details
FY20 Audit Engagement Letter	Finance	High	06/30/2020		Review	Details
Narrative for School Report	Leadership	Medium	06/30/2020		Approved	Details
Summer Survey	Leadership	Medium	06/30/2020		Approved	Details

1. Users can **change dates** to extend their search criteria.
2. Users can **export the search criteria** of submissions to a spreadsheet.
3. Users can modify the search criteria using the **filters** provided.
4. To **review more details/provide more evidence for each submission**, the user should click the “Details” button. The user will be taken to the actual submission page. The user will be able to see more details about the requirements for the submission. Users can then use the “Submit Document” button to upload the evidence requested.

School Reopening Plans

Due Date: 07/17/2020      Department: "Federal Programs Finance "      Priority: High

My Status: Pending ⓘ      Tags: None

Description: School reopening plans that have been shared with students and parents must be submitted to the Insititute via the LWS Portal 30 days before the start of school. The reopening plan of each school is a local decision and should be adapted to local needs during the reopening process. Please submit your school reopening plan through this submission. Please contact Sherri Herbst if you have any questions relating to this submission or if you need guidance.

Notes: None

— Pending    — Review    — Denied  
— Approved    — Exempt

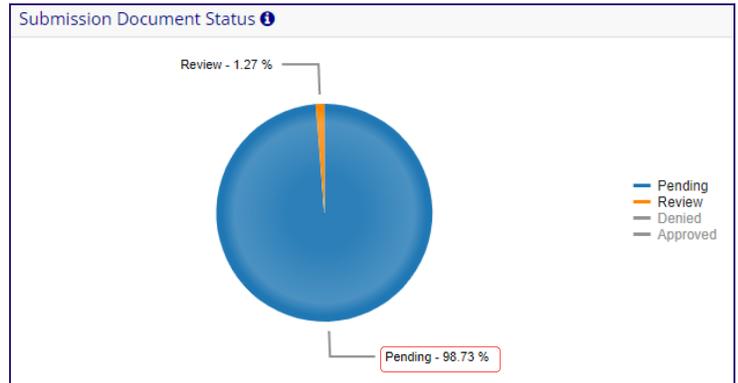
Document Name	Due Date	Status ⓘ	Accepted Type	Document ⓘ	History
School Reopening Plan	07/17/2020	Pending	pdf	<input type="button" value="Submit Document"/>	↻



## SUBMIT FROM THE SUBMISSION DOCUMENT STATUS WIDGET

Click on the “Pending” section of the graph or the listed series, or the listed series, which is color-coordinated according to the status of the submission.

Note: The user can also click any pending portion of the graph to review other status reports (Pending, Review, Denied, and Approved).



The user will be taken to the page below. The user will see all of the Pending submissions. The user can modify the search criteria using the filters provided, as shown below.

Submission Name	Department	Priority	Due Date	Tags	My Status	
<input type="text"/>	Select	Select		Select	Select	
Teacher Certification 75/25	Leadership	Medium	06/17/2020		Review	<a href="#">Details</a>
QDC4 Error Free DQR Errors in SCDE ...	PowerSchool and IT	High	06/19/2020	Compliance	Review	<a href="#">Details</a>

After clicking the “Details” button, the user will be taken to the submission page and will be able to see more details about the requirements for the submission.

**School Reopening Plans**

Due Date: 07/17/2020      Department: "Federal Programs Finance"      Priority: High

My Status: Pending ⓘ      Tags: None

Description: School reopening plans that have been shared with students and parents must be submitted to the Insitute via the LWS Portal 30 days before the start of school. The reopening plan of each school is a local decision and should be adapted to local needs during the reopening process. Please submit your school reopening plan through this submission. Please contact Sherri Herbst if you have any questions relating to this submission or if you need guidance.

Notes: None

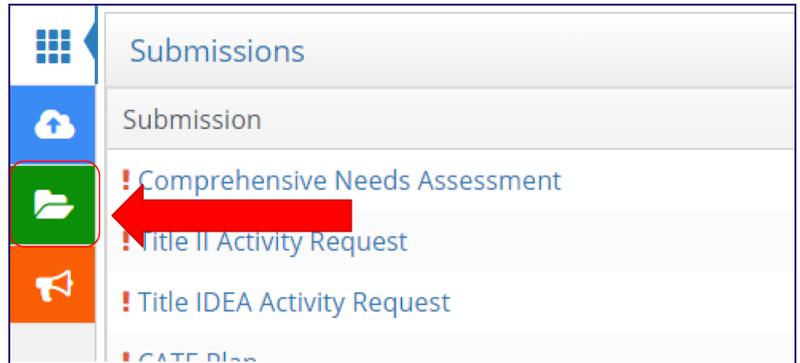
Document Name	Due Date	Status ⓘ	Accepted Type	Document ⓘ	History
School Reopening Plan	07/17/2020	Pending	pdf	<a href="#">Submit Document</a>	<a href="#">↻</a>

Users can use the “Submit Document” button to upload the evidence requested.

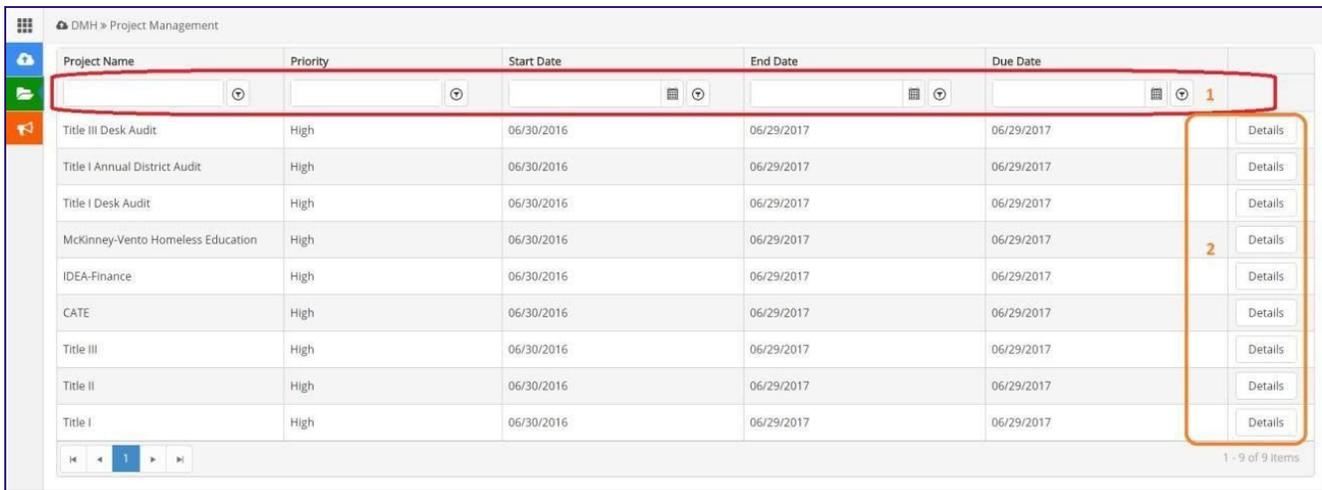


## SUBMIT FROM PROJECT MANAGEMENT

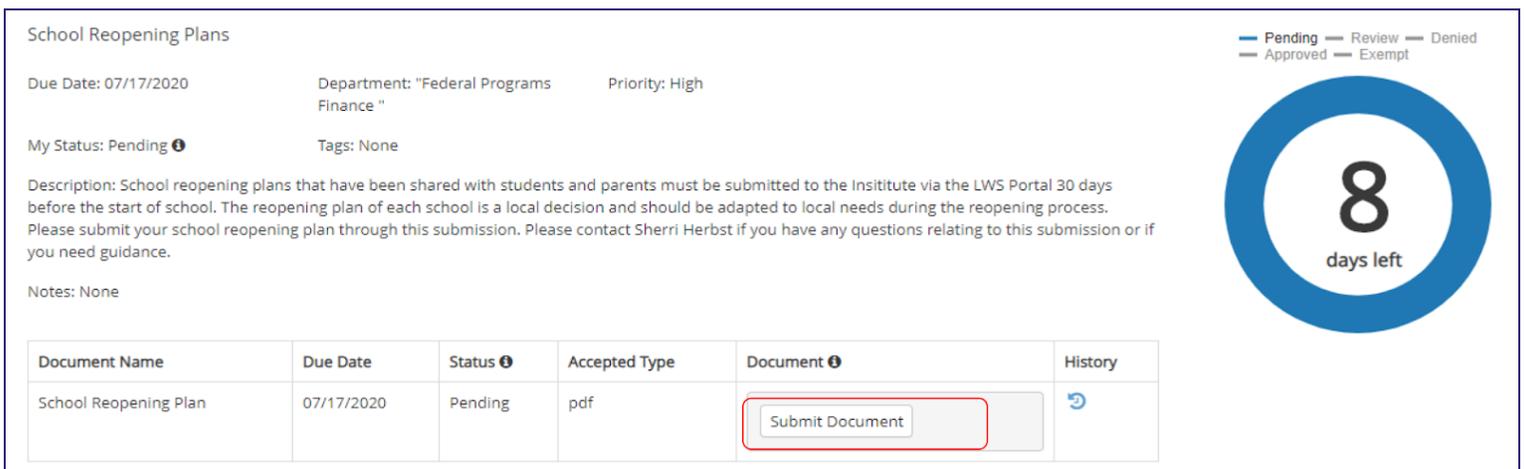
Click the “Project Management” icon from the sidebar on the homepage.



The user will be taken to the “Project Management” page. The user will see a list of all projects that the administrator has assigned to the school/user.



1. The user can modify the search criteria using the **filters** provided.
2. Click the “Details” button. The user will be taken to the project page. The user can **review more details** of the project including all the submissions assigned to that project.



Users can use the “Submit Documents” button to upload the evidence requested.



## SMART FORMS

Smart forms feature allows the school district to collect surveys from schools. Once the user is on the “Submission” page, the user will see the section where they can complete the requested questions.

DMH » Submissions » ESSA Webinar
Comments Return

**ESSA Webinar**

Due Date: 01/20/2017    Department: Title I    Priority: Medium

My Status: Pending    Tags: None

Description: ESSA

Notes: None

Requirements for this submission have not been posted.

Document Name	Due Date	Accepted Type	Status	Document	History
Please respond to the following requested items.					
1) Name of the person attending the webinar. *					
<input style="width: 100%;" type="text"/>					
2) Will additional staff attend the webinar? *					
<input type="radio"/> Yes					
<input type="radio"/> No					
<input type="radio"/> Yes					
3) Please provide list of questions ahead of the webinar. *					
<input style="width: 100%; height: 30px;" type="text"/>					

Pending
Review
Denied
Approved

Exempt

8  
days left



## ANNOUNCEMENTS

The user has two options for reviewing announcements.

### REVIEW ANNOUNCEMENTS FROM DASHBOARD WIDGET

Click on “Announcements” from the dashboard.

Announcement	Department	Start Date	End Date
🔔 ! June 30th Federal Reimbursements	Federal Programs Finance	07/01/2020	07/17/2020
Rural Tech Project Grant Opportunity	CTE, Leadership	07/06/2020	07/24/2020

The user will then be taken to the “Announcements” page.

Announcement Name	Department	Priority	Start Date	End Date	Tags	Is Archived
School Revenue and Expenditures Reporting	Finance, New Schools, Transfer Schools	Medium	07/14/2020	08/28/2020		No
School Funding Memo	Finance, New Schools, Transfer Schools	Medium	07/14/2020	08/28/2020		No
School Contributions and Donations	Finance, Transfer Schools	Medium	07/09/2020	08/08/2020	Compliance	No
June 30th Federal Reimbursements	Federal Programs Finance	High	07/01/2020	07/17/2020		No
SREB K-12 Recovery Task Force Resources	Leadership	Medium	07/01/2020	07/31/2020		No

The user will see more details about the announcement once they click on the “Details” button.

SC Voucher Program - Homeless Initiative - Slots are Still Available!

Priority: Medium Department: Federal Programs Contact Person: stgappadmi

Start Date: 08/25/2016 End Date: 09/24/2016

Message: Dear McKinney-Vento Liaisons, The SC Childcare Voucher Program Homeless Initiative for McKinney-Vento families still has slots available! As you know, the South Carolina Department of Social Services (DSS) has targeted the McKinney-Vento families we serve as priority for these vouchers. These vouchers are not only for all-day care, but also for after school care, and summer care programs for children less than 13 years of age. It is our hope is that as you complete a registration or needs assessment with the parents of our McKinney-Vento students, you inform them of the SC Childcare Voucher Program Homeless Initiative and even assist in completion of the forms if possible. To simplify the application process, please send required documents directly to the Department of Social Services. Applications may be emailed to Michele Gallman at michele.gallman@dss.sc.gov or by mailed to: Attention: Michele Gallman, SC Voucher Program, Post Office Box 100160, Columbia, SC 29202-3160. If you have questions regarding the application packet or voucher eligibility, please contact Michele at 803-898-2556. The Documentation of McKinney-Vento Status has also been updated to include current participation in a drug or alcohol or mental health treatment program. The Q and A has also been updated. You are not responsible for determining final voucher eligibility. DSS simply wanted to share the eligibility criteria for you to use as a parameter to narrow down who may be eligible for the vouchers. DSS will make the final determination. It is our role to evaluate for McKinney-Vento eligibility. If eligible and the parent/student needs childcare services and appears to meet the criteria (i.e. unemployed but in school with low income), please tell the parent/student about the voucher program application process. Please be assured that according to the voucher program, the homeless childcare voucher by itself does not initiate a Child Protective Service investigation. School districts have requested very few vouchers. If you have any questions or concerns regarding the process, please contact Michele or me. If there is a reason your district is not requesting the vouchers, please let me know to see if we can something to help.

Documents

- 44 KiB [DOC] Download
- 31 KiB [DOC] Download
- 16.9 KiB [PDF] Download
- 22.6 KiB [PDF] Download
- 59.6 KiB [DOC] Download
- 0.9 MiB [PDF] Download
- 21.7 KiB [DOC] Download

The user can click the “Close” button to go back to the announcement page.



## REVIEW ANNOUNCEMENTS FROM ANNOUNCEMENTS MODULE

From the homepage, click the “Announcements” icon on the sidebar. Users will then be taken to the “Announcements” page, where they can see all of the announcements from the departments they are responsible for.



Announcement Name	Department	Priority	Start Date	End Date
Accountability Workshop	Academic Services, Authorizing Quality, Human Resources, Communications, Finance, Technology Service...	Medium	01/07/2017	01/20/2017
School Principals Retreat	Academic Services, Authorizing Quality, Human Resources, Communications, Finance, Technology Service...	Medium	01/07/2017	01/20/2017
ESSA Webinars	Academic Services, Authorizing Quality, Human Resources, Communications, Finance, Technology Service...	Medium	01/07/2017	01/20/2017

1. Users can **change dates** to extend their search criteria.
2. Users can **export the search criteria of submissions** to a spreadsheet.
3. The user can modify the search criteria using the **filters** provided.
4. Click the “Details” button. The user will be taken to the individual announcement page. The user can **review more details** of the announcement.

SC Voucher Program - Homeless Initiative - Slots are Still Available!

Priority: Medium Department: Federal Programs Contact Person: stgappadmin

Start Date: 08/25/2016 End Date: 09/24/2016

Message: Dear McKinney-Vento Liaisons, The SC Childcare Voucher Program Homeless Initiative for McKinney-Vento families still has slots available! As you know, the South Carolina Department of Social Services (DSS) has targeted the McKinney-Vento families we serve as priority for these vouchers. These vouchers are not only for all-day care, but also for after school care, and summer care programs for children less than 13 years of age. It is our hope is that as you complete a registration or needs assessment with the parents of our McKinney-Vento students, you inform them of the SC Childcare Voucher Program Homeless Initiative and even assist in completion of the forms if possible. To simplify the application process, please send required documents directly to the Department of Social Services. Applications may be emailed to Michele Gallman at Michele.gallman@dss.sc.gov or by mailed to: Attention: Michele Gallman, SC Voucher Program, Post Office Box 100160, Columbia, SC 29202-3160. If you have questions regarding the application packet or voucher eligibility, please contact Michele at 803-898-2556. The Documentation of McKinney-Vento Status has also been updated to include current participation in a drug or alcohol or mental health treatment program. The Q and A has also been updated. You are not responsible for determining final voucher eligibility. DSS simply wanted to share the eligibility criteria for you to use as a parameter to narrow down who may be eligible for the vouchers. DSS will make the final determination. It is our role to evaluate for McKinney-Vento eligibility. If eligible and the parent/student needs childcare services and appears to meet the criteria (i.e. unemployed but in school with low income), please tell the parent/student about the voucher program application process. Please be assured that according to the voucher program, the homeless childcare voucher by itself does not initiate a Child Protective Service investigation. School districts have requested very few vouchers. If you have any questions or concerns regarding the process, please contact Michele or me. If there is a reason your district is not requesting the vouchers, please let me know to see if we can something to help.

Documents

- 44 KIB [Download]
- 31 KIB [Download]
- 16.9 KIB [Download]
- 22.6 KIB [Download]
- 59.6 KIB [Download]
- 0.9 MiB [Download]
- 21.7 KIB [Download]

The user can click the “Close” button to go back to the “Announcements” page.



## COMMENTS

Use the “Comment” button on the submission page to provide quick updates or seek information about a particular submission.

DMH » Submissions » Comprehensive Needs Assessment

Comprehensive Needs Assessment

Priority: High Department: Title II Due Date: 09/15/2016

Status: Pending Tags: Compliance

Description: Submit Comprehensive Needs Assessment report along with the Title II Activity Request

Notes: School eligible for Title II funding are required to conduct comprehensive needs assessment. Each activity developed on the Title II state plan (member center) should be an outcome of the needs assessment. Schools will have three options to complete their needs assessment. 1. The online survey tool developed by the district. <https://scpsc.d.formstack.com/forms/comprehensiveneedsassessment> 2. The word format of the online survey. 3. School made survey but should align with the expectations of the district. The needs assessment should focus on several areas: • demographics; • student achievement; • school culture and climate; • staff quality, recruitment and retention; • curriculum, instruction and assessment; • family and community involvement; • school organization; and • technology

Document Name	Accepted Type	Status	Document
School Comprehensive Needs Assessment ?	all	Pending	Select files...

After the user clicks the “Comments” button, a pop-up window will open for the user to send comments.

Users can send comments from the pop-up window.

The user can close the comment box by clicking the “X” button on the top-right of the comment box.

The user can see the title of the submission on the header of the comment box.

Comments - Title I Planning meeting 2016 - Title I - 10/28/2016

Application Admin Sat Oct 15 2016 3:19:48 PM

Just a friendly reminder that the due date has been moved to to next Friday, October 12, 2016.

We have completed our planning meeting. We will upload it today. | Send



## NOTIFICATIONS

The LWS system allows users to review new comments for any submission through the “Notification” Dashboard Widget.

1. Click on the “Submission” icon to **review the submission** from which the comment was initiated.
2. Click the “View Comments” icon to **review the comment history and respond to the latest comment**.
3. The user needs to click on the check box, indicating that the user has read the comment in order to **remove it from the notification widget**.

## INSTITUTE INSIGHTS

Users will receive weekly updates from the district by a set date and time (Institute Insights). The updates will include submissions and announcements that are due for the school within the next 30 days. These updates are customized and users will only see the updates that they are accountable for. The User can click on the “Institute Insights” icon on the sidebar to see the history of the updates sent each week.

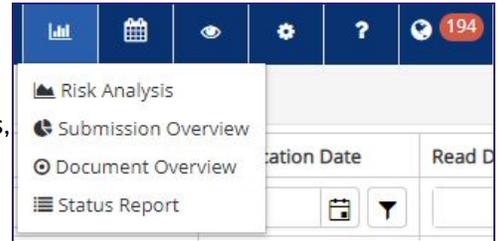


File Name	Notified Date
Institute Insights - 06/15/2020	06/15/2020
Institute Insights - 06/08/2020	06/08/2020
Institute Insights - 06/01/2020	06/01/2020
Institute Insights - 05/25/2020	05/25/2020
Institute Insights - 05/18/2020	05/18/2020
Institute Insights - 05/11/2020	05/11/2020
Institute Insights - 05/04/2020	05/04/2020
Institute Insights - 04/27/2020	04/27/2020
Institute Insights - 04/20/2020	04/20/2020
Institute Insights - 04/13/2020	04/13/2020
Institute Insights - 04/06/2020	04/06/2020
Institute Insights - 03/30/2020	03/30/2020
Institute Insights - 03/23/2020	03/23/2020
Institute Insights - 03/16/2020	03/16/2020



## SUBMISSIONS ANALYSIS REPORTS

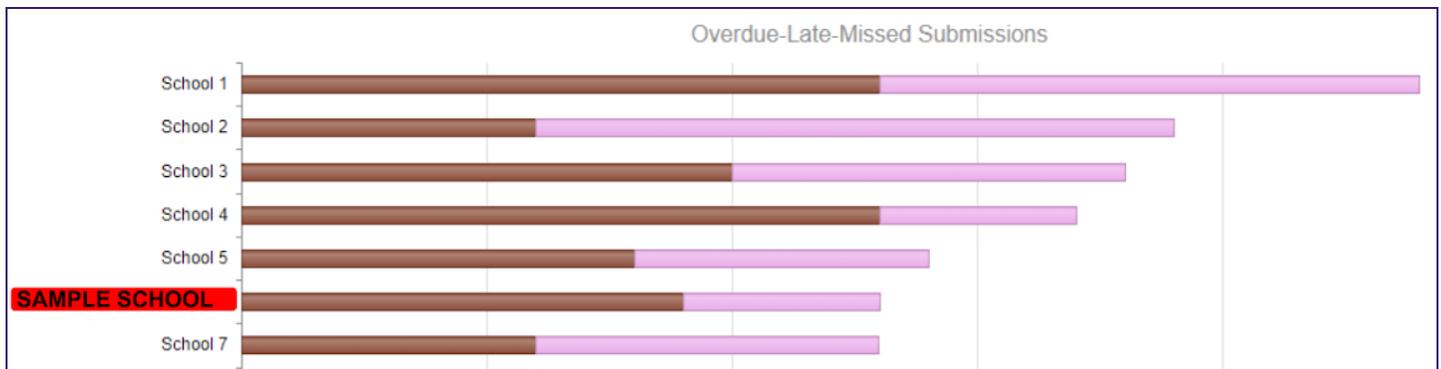
Users can access several interactive reports that will provide submissions status of the requirements. Users can access these reports under the “Submission Module”. Users can view the following reports: Risk Analysis, Submission Overview, Document Overview, and Status Report.



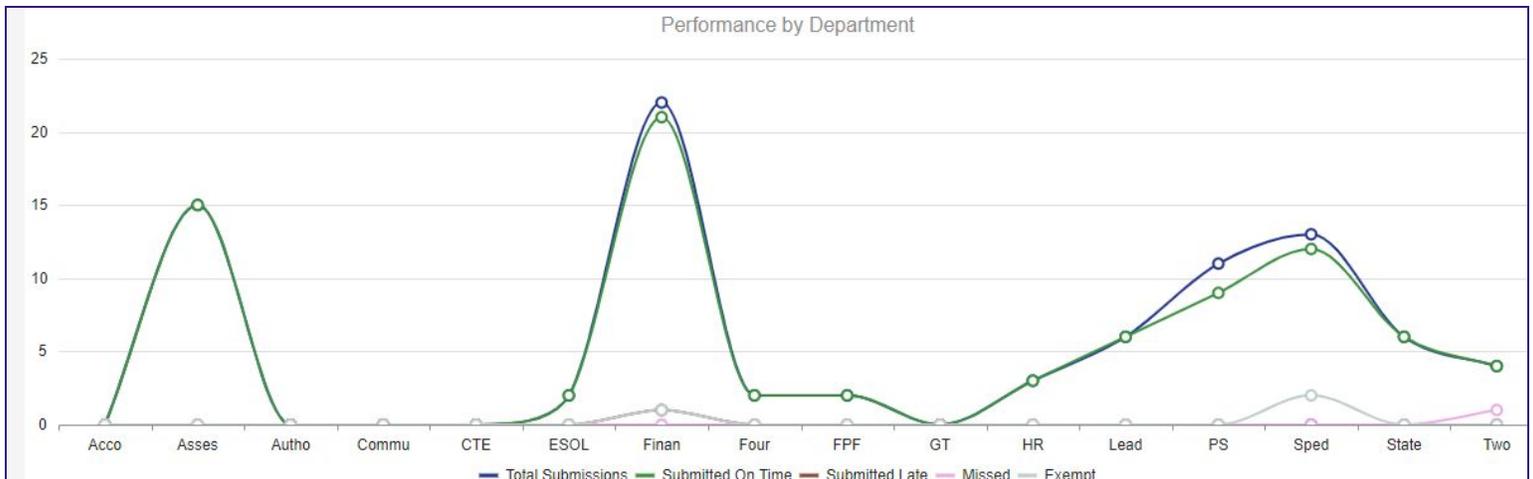
### RISK ANALYSIS OVERVIEW

Each of the “Risk Analysis” reports presented in this tab can be filtered by Departments or Tags. There are four reports that can be viewed in this section:

1. **Overdue-Late-Missed:** This report shows what percentage of the user’s school’s submissions are overdue, were late, or were missed. It also compares the school’s percentages to the other schools in this district.



2. **Departments:** This report allows the user to compare their school’s performance on a departmental basis. The report allows the user to see how many of each of the following indicators applies to submissions done by a particular department: Total Submissions, Submitted on Time, Submitted Late, Missed, and Exempt.

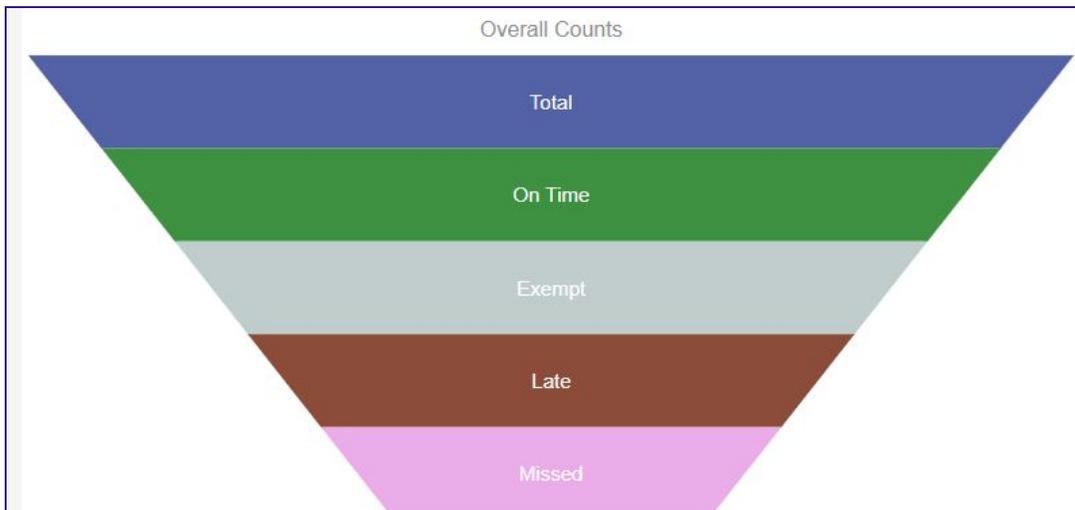




3. **Tags:** This report allows the user to compare their school's performance by tag. The report allows the user to see how many of each of the following indicators applies to submissions done with a particular tag: Total Submissions, Submitted on Time, Submitted Late, Missed, and Exempt.



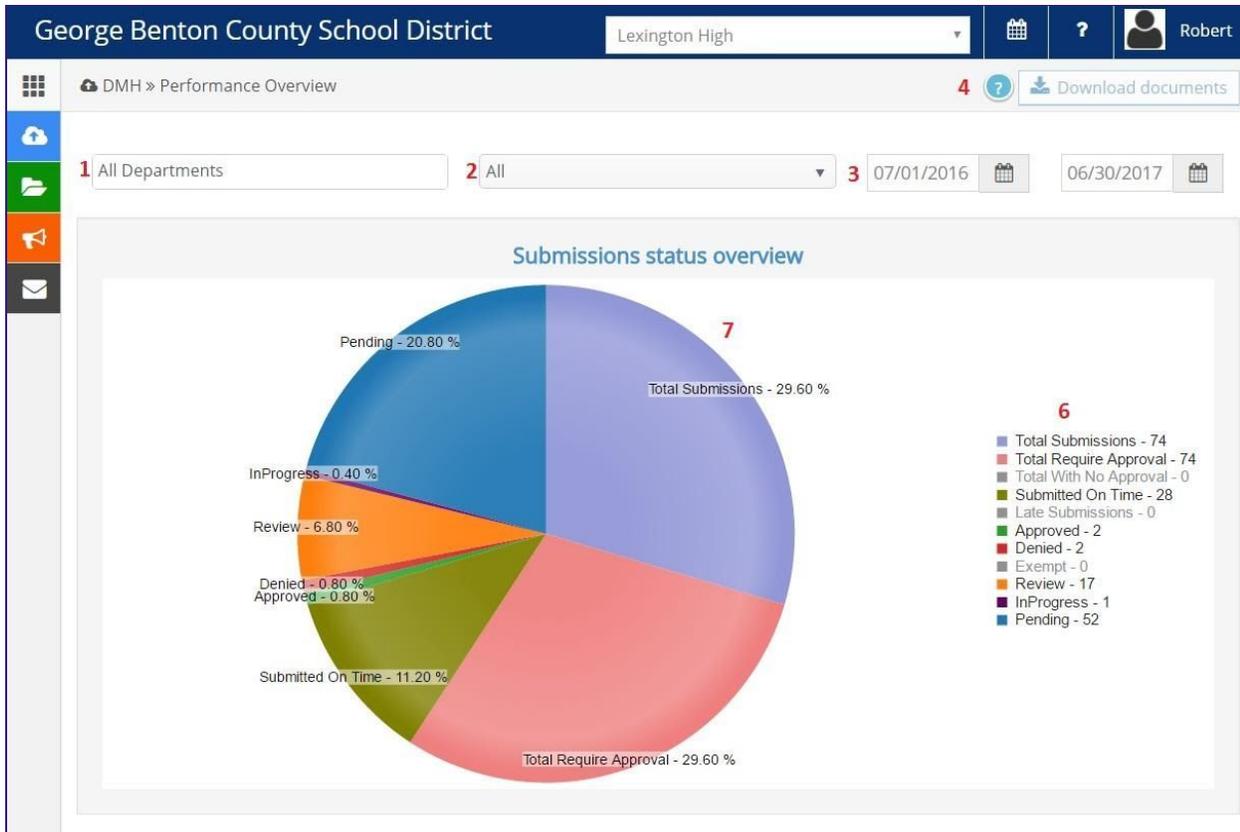
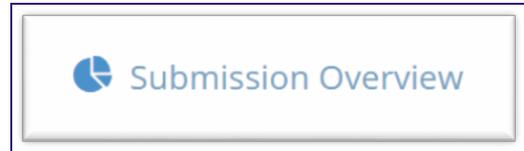
4. **Overall Counts:** This report allows the user to get a record of the specific counts of each parameter listed above for their school.





## SUBMISSION OVERVIEW

Users will be able to review the status of their requirements for their role while using the "Submission Overview" feature.

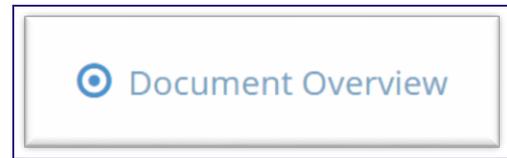


1. Users can use the drop-down menu to view the status of the submissions for the selected **department**.
2. Users can use the drop-down menu to view the status of each submission based on the selected **tags**.
3. Users can customize **dates** for the submission they would like to view.
4. The user can **download evidence** submitted for the entire department using the download document feature. Note: This button is only active when only one department is selected.
5. Users can click on the **status** and a pop-up menu will open with the submissions that are listed for that status.
6. Users can click any portion of the graph and a pop-up menu will open with the submissions that are listed for that **status**.



## DOCUMENT OVERVIEW

The user will be able to view selected or overall list of documents submitted while using the “Document Overview” feature.



George Benton County School District      Lexington High      ?      Robert

DMH » Overview Submission Documents

1 All Departments      2 All      3 Review      4 10/10/2016      02/09/2017

5 Export to Excel

Drag a column header and drop it here to group by that column

Submission Name	Due Date	Priority	Document	Uploaded By	Uploaded Date	Document Status
Paraprofessional Documentation	01/18/2017	High	Paraprofessional Documentation	Robert James	10/15/2016	Review
Comprehensive Needs Assessment	10/25/2016	High	Comprehensive Needs Assessment	Robert James	10/15/2016	Review
Title II Activity Request	10/25/2016	High	Title II Activity Request	Robert James	10/15/2016	Review

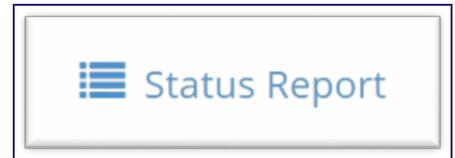
7 Details

1. Users can use the drop-down menu to view the documents for each submission for the selected **department**.
2. Users can use the drop-down menu to view the documents for each submission based on the selected **tags**.
3. Users can use the **document status** drop-down menu to view the documents for the selected status (All, Pending, Review, Denied, Approved and Exempt)
4. Users can customize **dates** for the documents they would like to view.
5. Users can use the “**Export to Excel**” button to export the selected information to an Excel spreadsheet.
6. Users can modify the search criteria using the **filters** provided.
7. Users can use the “Details” button to **view the submission**. The user will be redirected to the actual submission page.
8. Users can view the **document submitted for the requirement** by clicking on the document link.



## STATUS REPORT

The user will be able to view and print the submission status based on the selected options.



George Benton County School District | Huntsville High School | Robert

Reports » Submission Status Report

School(s): Lexington High | Department(s): Title I | Tag(s): All | Start Date: 07/01/2016 | End Date: 06/30/2017

1 / 1

1/10/2017 3:01:09 AM

### GEORGE BENTON COUNTY SCHOOL DISTRICT SUBMISSION STATUS REPORT

School(s): Lexington High | Department(s): Title I  
Tag(s): All | Dates: 07/01/2016 to 06/30/2017

Submissions status

Status	Percentage
Approved	6.90%
Denied	6.90%
InProgress	3.45%
Pending	6.90%
Review	6.90%

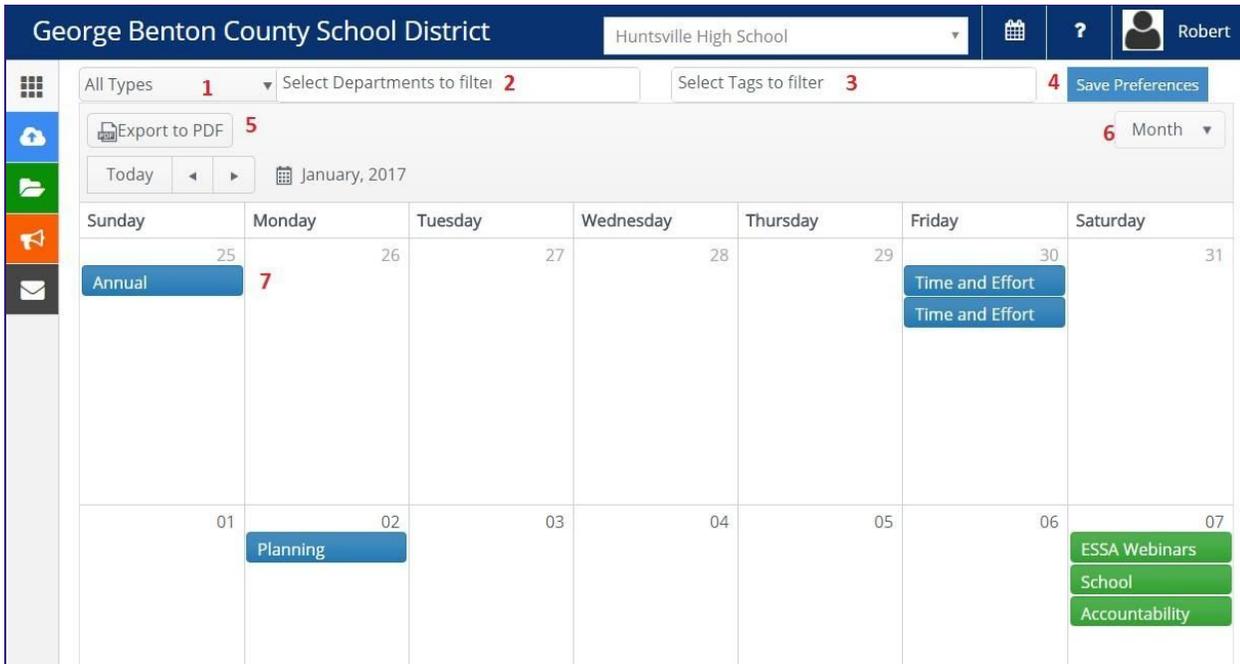
1. Users can use the drop-down menu to view the report for the selected **department**.
2. Users can use the drop-down menu to view the report for the selected **tags**.
3. Users can customize **dates** for the report they would like to view.

Note: Users can print or download the report to the computer.



## CALENDAR

The calendar feature allows users to allocate their time wisely on items that need their attention. The calendar view provides submissions and announcements with due dates by departments and tags. This will allow the schools to review items in a timely, consistent, and predictable manner.



1. Users can view the drop-down menu to **view either submissions or announcements**. If nothing is selected, the user can see both submissions and announcements. Submissions and announcements have different color-codes to make it easier for the user.
2. Users can view announcements and/or submissions based on the **departments** selected using the drop-down menu.
3. Users can view announcements and/or submissions based on **tags** selected using the drop-down menu.
4. The user can use the “Save Preferences” button to **save the search criteria**. Once saved, the user will first view the calendar based on the saved preference.
5. Users can use the “**Export to Excel**” button to export the selected information to an Excel spreadsheet.
6. Users can select the **time frame** they would like to view the calendar as (day, week, work week, month, or agenda).
7. The user can click on each submission or announcement on the calendar and the user will be redirected to that particular submission or announcement to **view full details**.



## ADMINISTRATION ADD NEW USER

It is the responsibility of the School Leader to add new personnel from their school into the Let's Work Smart database. The steps for adding a new user to the school are as follows:



1. Click on the gear icon on the toolbar on the right side of the dashboard. Then, select the "Users" button.
2. Select the "Add User" button on the upper right-hand side.
3. Fill out the new user's information in the "User Info" tab.
  - a. The username should be the **user's email address**.
  - b. Fields for middle name, gender, and description are optional.

4. (Optional) Enter the new user's address in the "Address" tab.

5. Select any departments that the new user needs access to in the "Departments" tab.



## SCHOOLS PROFILE

### VIEW AND EDIT SCHOOL CONTACTS

To view the contacts for your school:

1. Click on the gear icon for settings.
2. From the drop-down menu, click "Schools Profile".
3. Once the profile has loaded, click the "Contacts" tab in the upper left-hand corner.
4. From this page, you can view or edit the contacts listed for your school.
5. To edit, you click on each box for the role you desire. You must fill out the first name, last name, email, and phone number in order to save the contact.
6. School contacts must be updated by the Institute deadline annually. School contacts should also be updated throughout the year if any changes to personnel occur.



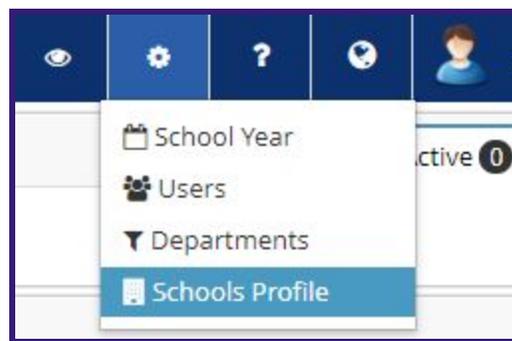
Position	First Name	Last Name	Email	Phone Number	Ext	Cell Number	Full Address
School Lead	<input type="text" value="FirstName"/>	<input type="text" value="LastName"/>	<input type="text" value="Email"/>	<input type="text" value="Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant Principal(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative Assistant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Advisor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accountability Coordinator/Director	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accountant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessment Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bookkeeper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Career and Technical Education Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Communication and Media Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comprehensive Health Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact for Parent Calls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## VIEW AND EDIT SCHOOL BOARD MEMBER CONTACTS

To view the Board Member contacts for your school:

1. Click on the gear icon for settings.
2. From the drop-down menu, click "Schools Profile".
3. Once the profile has loaded, click the "Board" tab in the upper left-hand corner.
4. From this page, you can view or edit the Board Member contacts listed for your school.
5. To edit, you click on each box for the role you desire. You must fill out the first name, last name, email, and phone number in order to save the contact.
6. Board contacts must be updated by the Institute deadline annually. Board contacts should also be updated throughout the year if any changes to personnel occur.



Position	First Name	Last Name
Chairman	<input type="text"/>	<input type="text"/>
Vice Chairman	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>

Position	First Name	Last Name	Email	Phone Number	Ext	Cell Number	Full Address
Chairman	<input type="text"/>						
Vice Chairman	<input type="text"/>						
Secretary	<input type="text"/>						
Treasurer	<input type="text"/>						
Member	<input type="text"/>						
Member	<input type="text"/>						
Member	<input type="text"/>						
Member	<input type="text"/>						

-END OF PROCESS GUIDE-