

TARGETED IMPROVEMENT PLAN

DISTRICT GUIDE – GETTING STARTED

This document is designed to serve as a guiding resource for teams as they develop their Targeted Improvement Plan (TIP) within the NDE Office of Special Education platform, QuestionPro. It provides section-by-section guidance, including prompting questions to support team discussion, examples and non-examples, and relevant context to inform decision-making. More comprehensive versions of this guidance are available on our website: <https://www.education.ne.gov/sped/ilcd/>



The purpose of this document is to familiarize the District Targeted Improvement Planning team with the QuestionPro platform and provide instructions for submitting the plan by May 1, 2026.

****NOTE: DO NOT use ILCD 3.0.****

Only submissions from <https://ndoe.questionpro.com/TIPsurvey> will be accepted, which is completed on the NDE QuestionPro licensed account.

Beginning with the May 1st, 2025, TIP submission, school districts were directed to build Targeted Improvement Plans focusing on Literacy. This directive aligned with the Nebraska Department of Education's statewide literacy plan to improve all 3rd grade students' level of proficiency in reading. Up until this submission, TIP plans were written and sent to the Office of Special Education "Improving Learning for Children with Disabilities" (ILCD 3.0) collection.

The **May 1st 2026 TIP submission will utilize the QuestionPro survey platform.** This allows for additional data analysis of required elements that inform the SSIP and individualized support from the Office of Special Education and NeMTSS partners. The QuestionPro survey has been designed with expertise from the Office of Special Education, the NeMTSS network, and NDE's Office of Data, Research, & Evaluation.

How to Begin working in QuestionPro:

- Access the QuestionPro TIP at: <https://ndoe.questionpro.com/TIPsurvey>
- Only one person can work in QuestionPro at a time.
- Once you click on the link, it will open on the TIP Homepage.
 - Answer the first two questions
 - Hit the begin button



Saving Progress

Progress will be saved as you move through the document. Once you are finished with a page hit the next button to move on to the next page.



If you need to **finish** the TIP document **at a later time**:

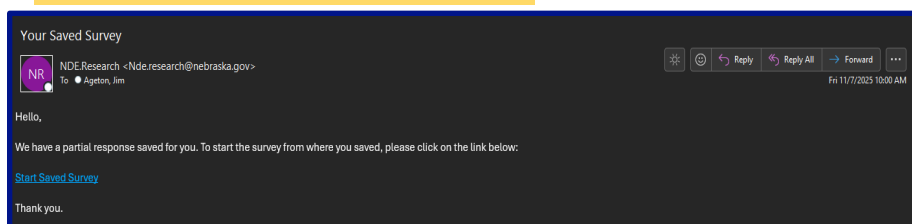
- Finish the question(s) on the page you are currently working on **or** click the back button.
- Click the **"Save and Continue Later"** button



Cautionary Detail: DO NOT DELETE the email from NDE Research (see below).

Between work sessions, you will be **emailed a link** from NDE.research@nebraska.gov to return to your Targeted Improvement Plan.

****NOTE: DO NOT DELETE THIS EMAIL****



Returning to the Working Document

Each time you hit Save and Continue, you will receive a new email from **NDE Research** with the most recent updates you entered into the TIP document.

If you would like another TIP team member to add information, forward the most recent email to them. They will be able to begin where you left off.

Uploading and Updating Materials

The QuestionPro platform does allow for various file types. It will allow up to 10 files to be uploaded in each section, but **each file cannot exceed 50MB**.

PDF files are preferred by reviewers as they ensure access and viewing.

Cautionary Detail: Once documents, plans or data evidence are uploaded they are permanent. However, newer versions can be uploaded. Clearly label the new document (e.g., **"USE THIS ONE"**) with the most recent date, to alert the reviewers as to which attachment to use.

When files are uploaded it **does** save the files that are uploaded on the back end of the QuestionPro system. The number on the upload section will decrease from 0 of 10 to files 0 of 9 files until you move on then the numbers will reset.

The reviewers will be able to see all the files that were uploaded.

****Unfortunately,** the district will not be able to see the uploaded document(s).

Remove Personally Identifiable Content

When uploading files, remember to REMOVE personally Identifiable Information (PII) related to students. **Points will be deducted if the reviewer is able to access PII.**

The student's Personally Identifiable Information includes any of the following:

- First and/or Last names
- Initials
- Grade level /Gender
- Race/ethnicity
- Disability category

Once you have finished entering your TIP information and you are confident it is finished, then hit the Submit button.

Submit

Getting Started:

Let's walk through each TIP question and outline how district teams should engage in structured discussions to document targeted improvement efforts aimed at increasing literacy outcomes for students with disabilities.

Home Page:

Select District: Use the district dropdown menu to select your district.

1. What is the role of the person responsible for entering the majority of the TIP information into ILCD? Use the radio buttons to select the role of the person entering TIP information into this platform.

2. Who is on the TIP Team? - Please use the radio buttons to identify the roles of all members of your TIP team. This item is scored. To receive full points, the team must include at least one member with the authority to make district-level commitments related to time, direction, effort, and resources necessary to improve systems. Without this level of leadership authority, the team will lack the capacity to implement even the most thoughtfully developed improvement plan effectively.

Scoring Rubric

Description	No	Low	Medium	High
Score	0 0-1 role represented	1 1-2 roles represented	2 2-3 roles including building admin.	3 3+ roles and district level admin.