Pilot School
SPSA Modification (CM0) Training
2024-2025

Federal and State Education Programs

Objectives

- Learn how to create an online SPSA Modification
- Understand the SPSA Modification approval process
- Review SPSA Modification Appendix/Resources

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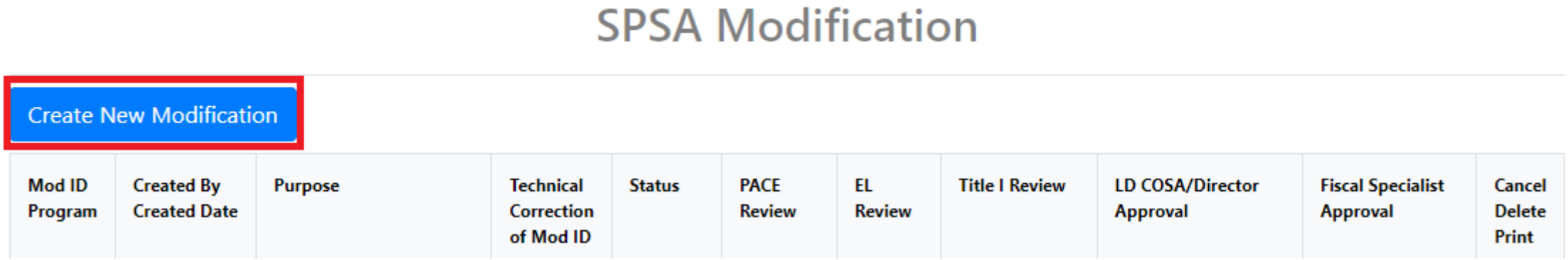
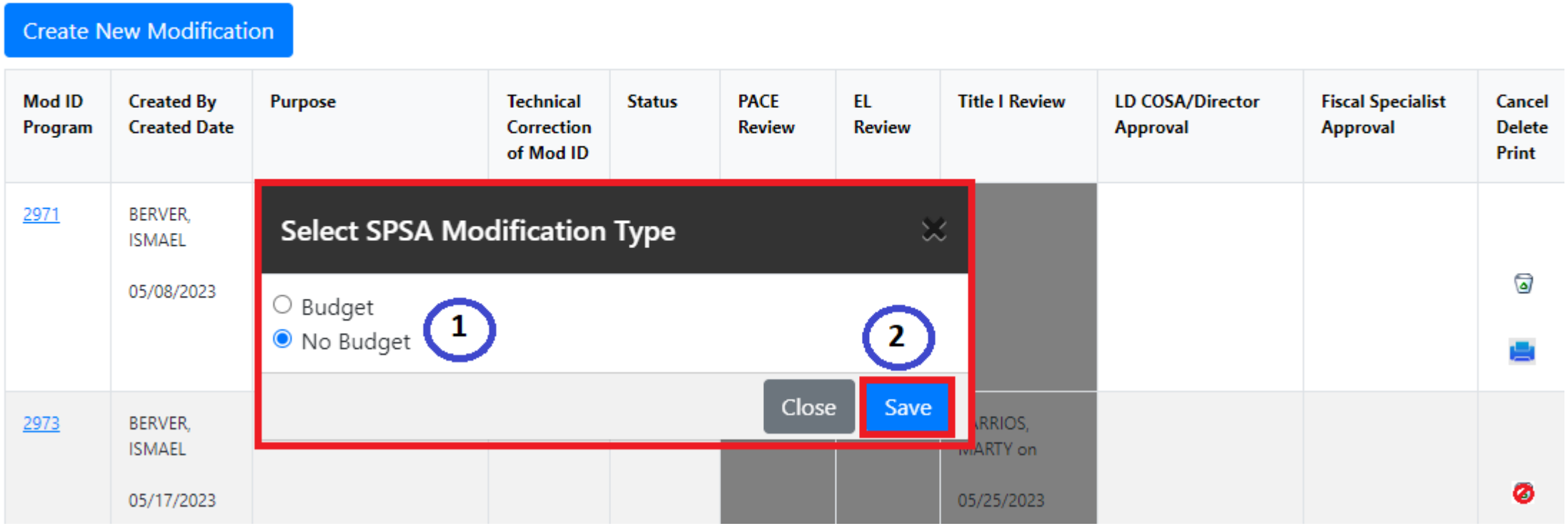
Create a New Modification
No Budget Change



- In the SPSA Modification page click the Create New Modification button.

SPSA Modification



1. Select No Budget as the type of modification.
2. Click the Save button.

- Note: In the following slides we will demonstrate the No Budget change option.

SPSA Modification

Mod# 4057

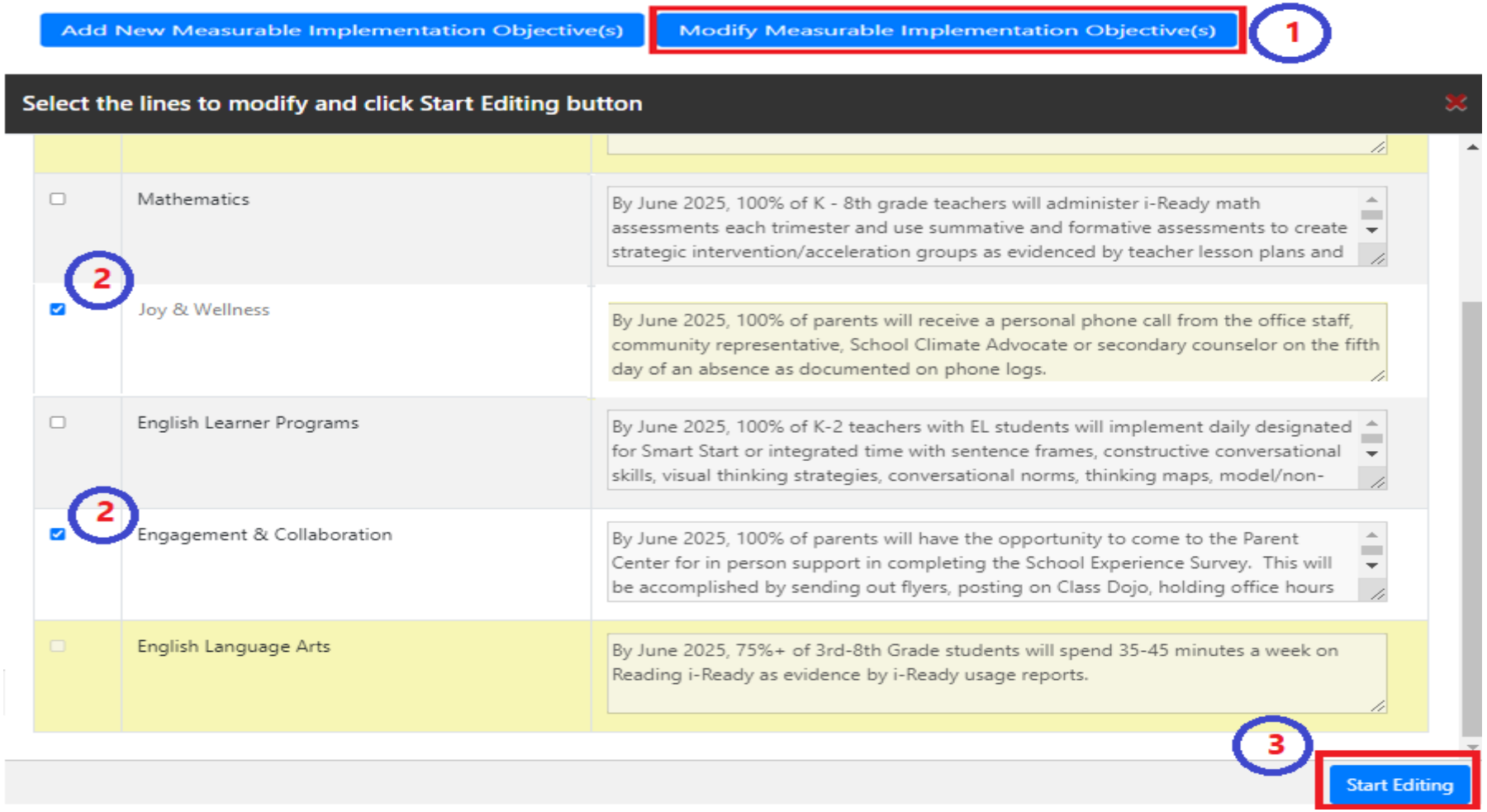
List All Modification

What finding(s) from your Needs Assessment led you to adopt this strategy? * Required

- Fill in the Needs Assessment textbox.

Modify/Add New Measurable Objective(s)

- In the SPSA Modifications page select the type of Measurable Objective to modify. Since the Measurable Objectives modifications instructions are the same for both types, we will illustrate the instructions for the Measurable Implementation Objective(s) modification in this tutorial.
- **Note: The deadline for modification of both types of Measurable Objectives is October 31st.**



1) Click on the Modify Measurable [type] Objective(s) as applicable.
2) Select the Measurable [type] Objective(s) to be modified.
3) Click the Start Editing button.

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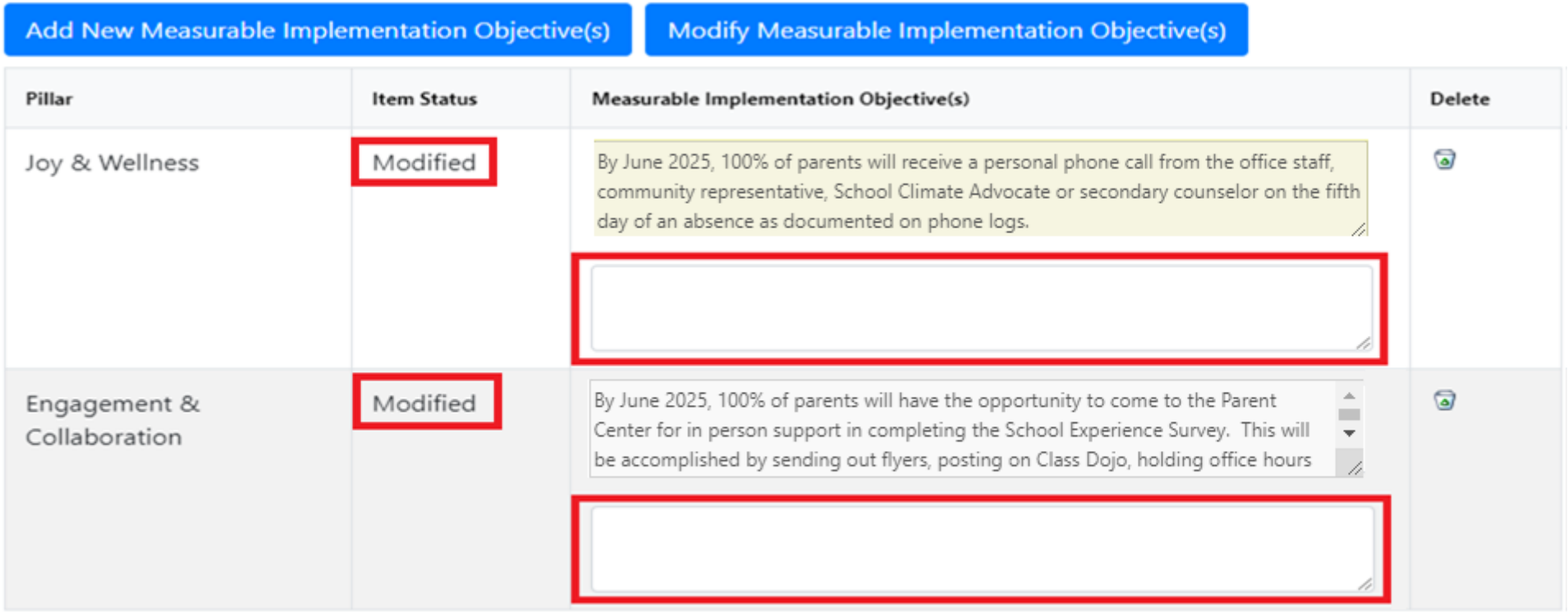

- The Item Status will display “Modified”. Enter the “Modified Measurable [type] Objective” as applicable. If the field is left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the modification
- **Note:** Saving a modification as a Draft with error(s) will not prevent the modification from being saved.

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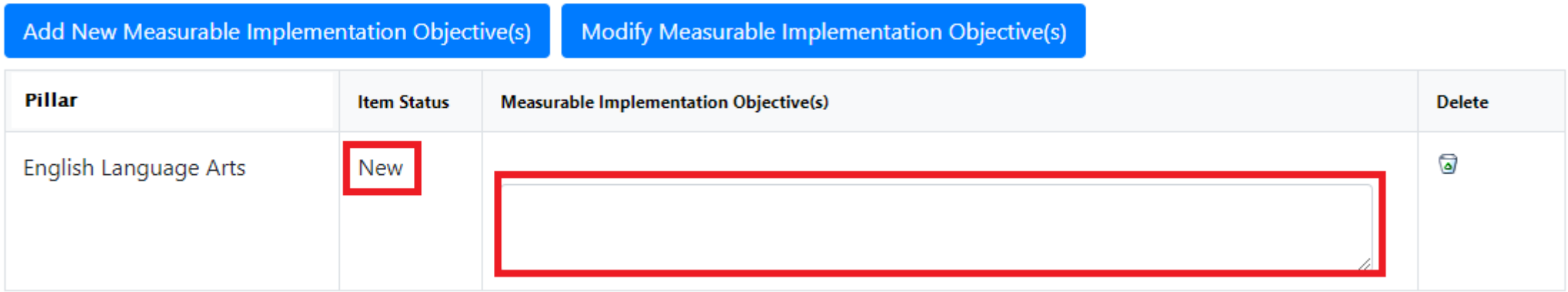
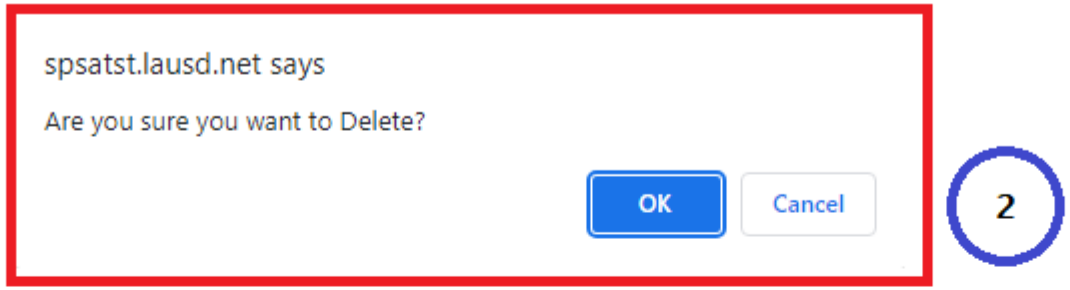
1) To add a new Measurable [type] Objective, click on the modification type's "Add New Measurable [type] Modification" button.
2) Select the Pillar page.
3) Click the "Select" button.



- The Item Status will display “New”.
- Type the text in the Measurable [type] Objective(s) textbox and save the modification as a Draft.



Add New Measurable Implementation Objective(s) | Modify Measurable Implementation Objective(s)

Pillar	Item Status	Measurable Implementation Objective(s)	Delete
English Language Arts	New		1

1) To delete a new or existing Measurable Objective, click the trash can.
2) Verify that you want to delete the Measurable Objective.

- **Note: Deleting an existing Measurable Objective will not permanently delete it. It can be reselected again for modification.**

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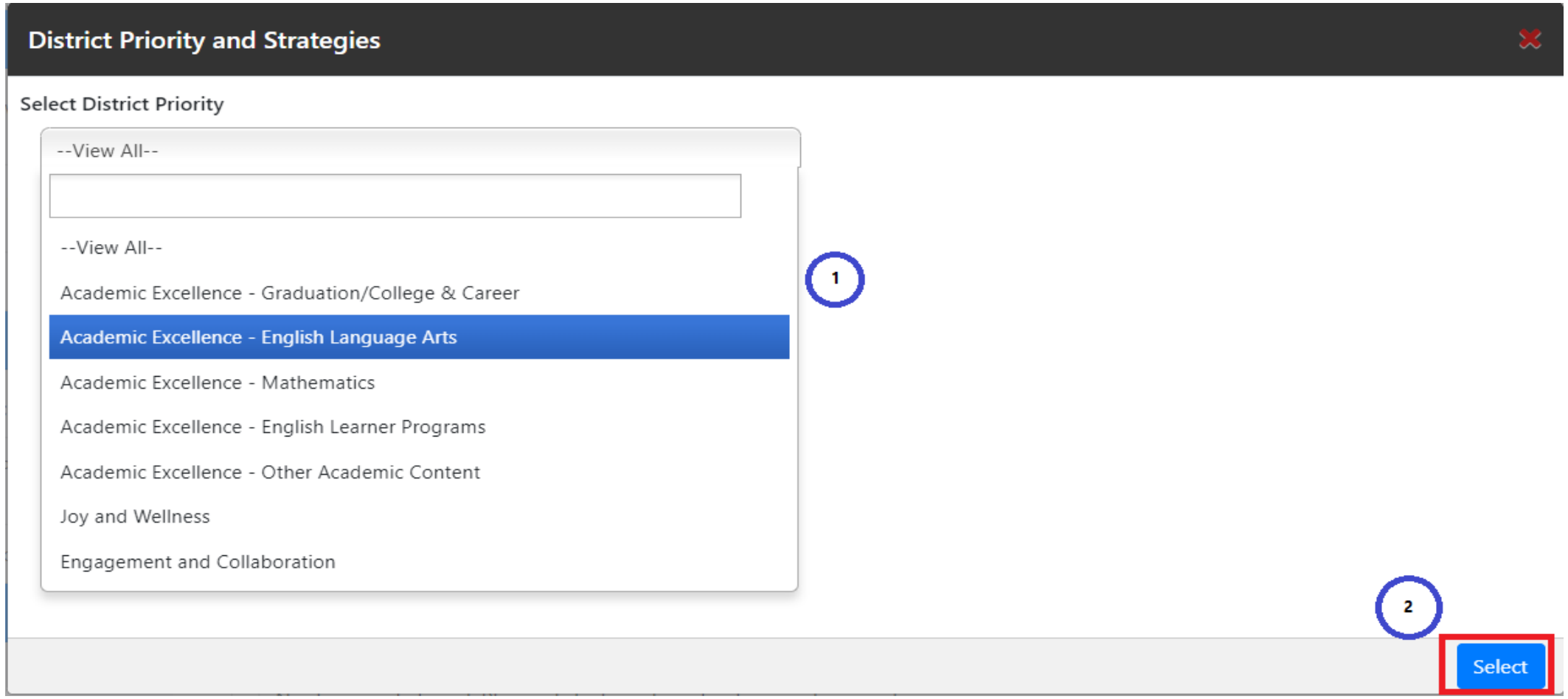
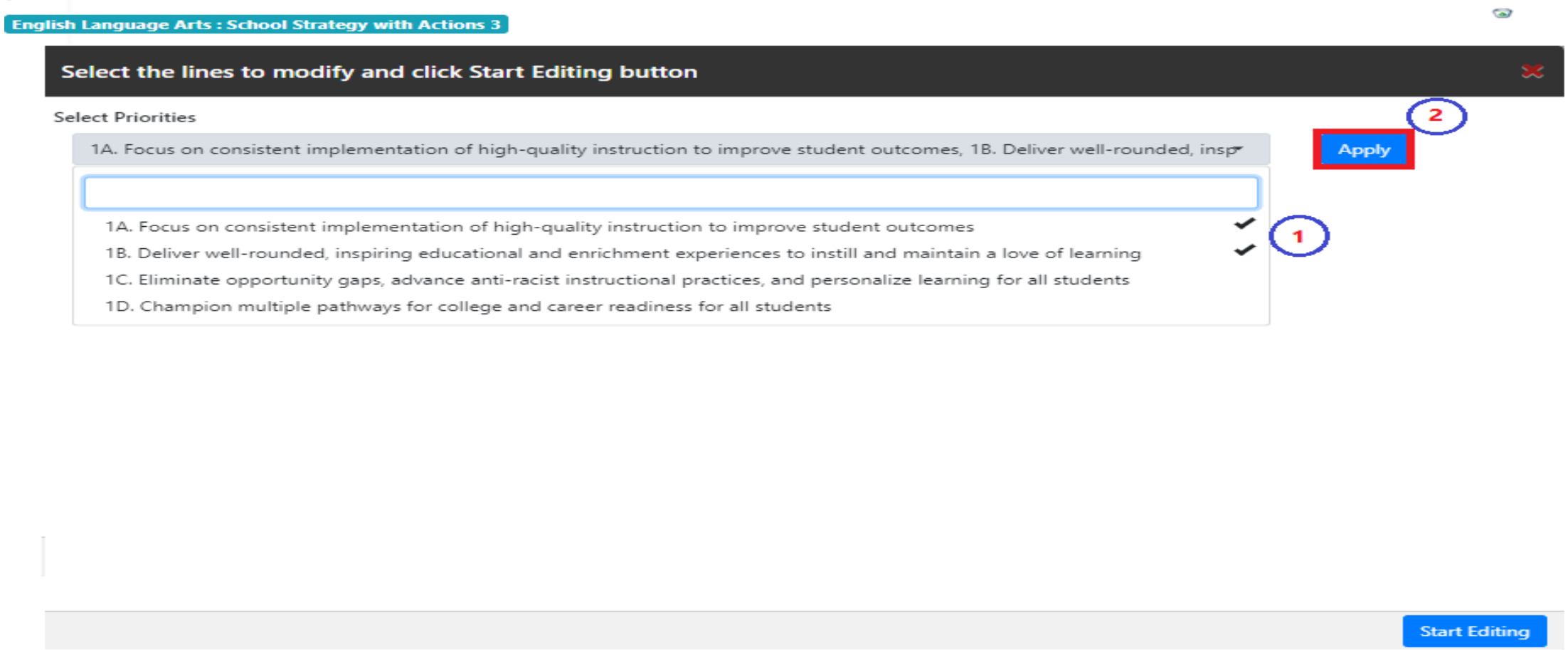
Add New
District Priority/District Strategies and School Strategy/Actions

- To add a new District Priority and Strategy(s) and School Strategy and Action click the “Add District Priority/Strategies and School Strategy/Action” button.



1. Select the Pillar page.
2. Click the Select button.

- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable School Strategy with Actions as shown.



1. Select the District Priority(s).
2. Click the Apply button.

- Note: In this example, the school is selecting 1A and 1B District Priorities. These selections will display in the Modified District Priority.

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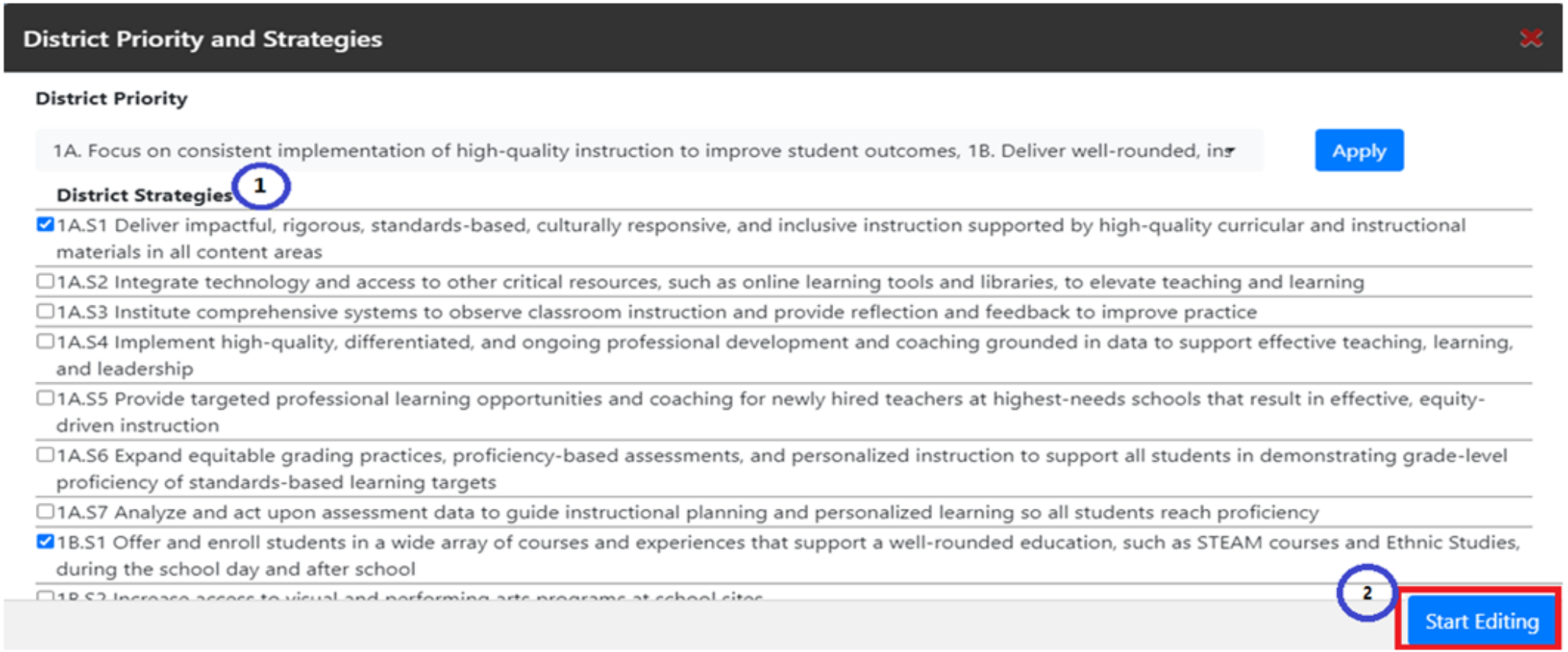
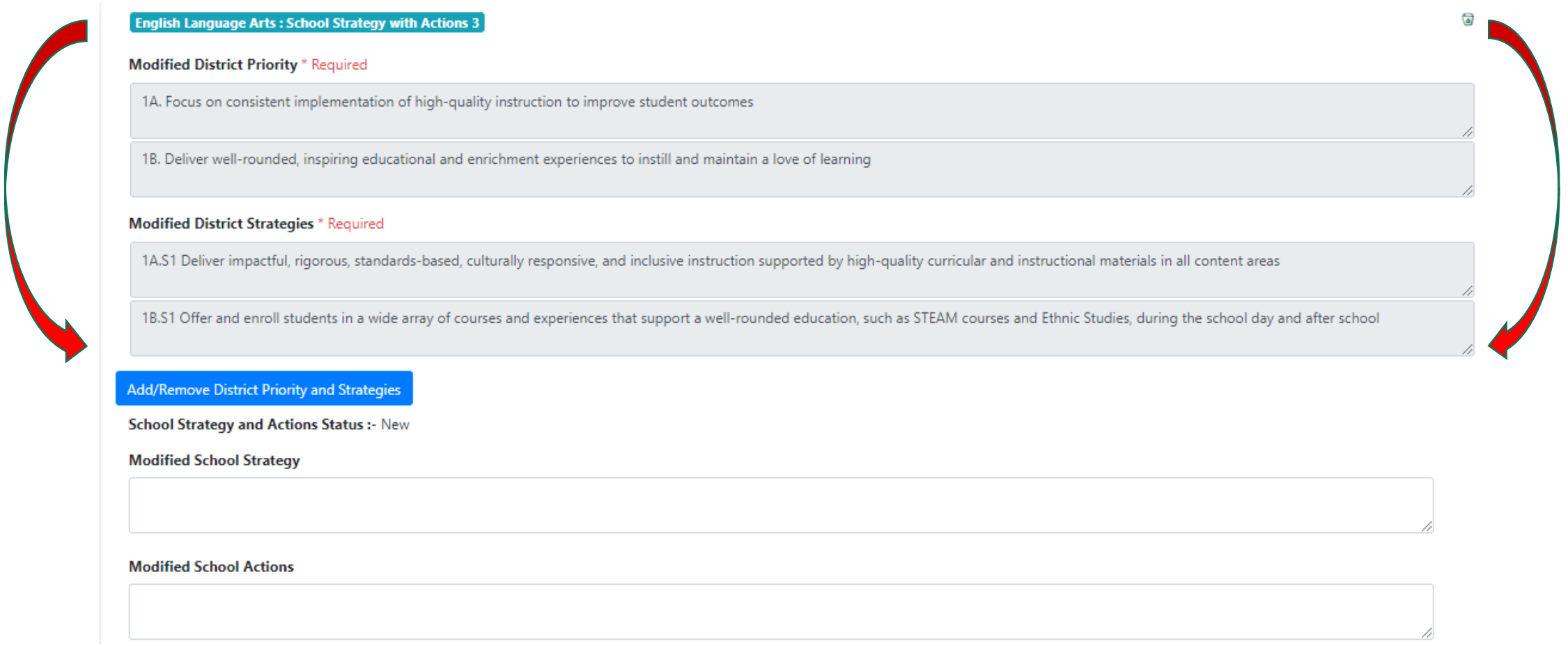
English Language Arts : School Strategy with Actions 3

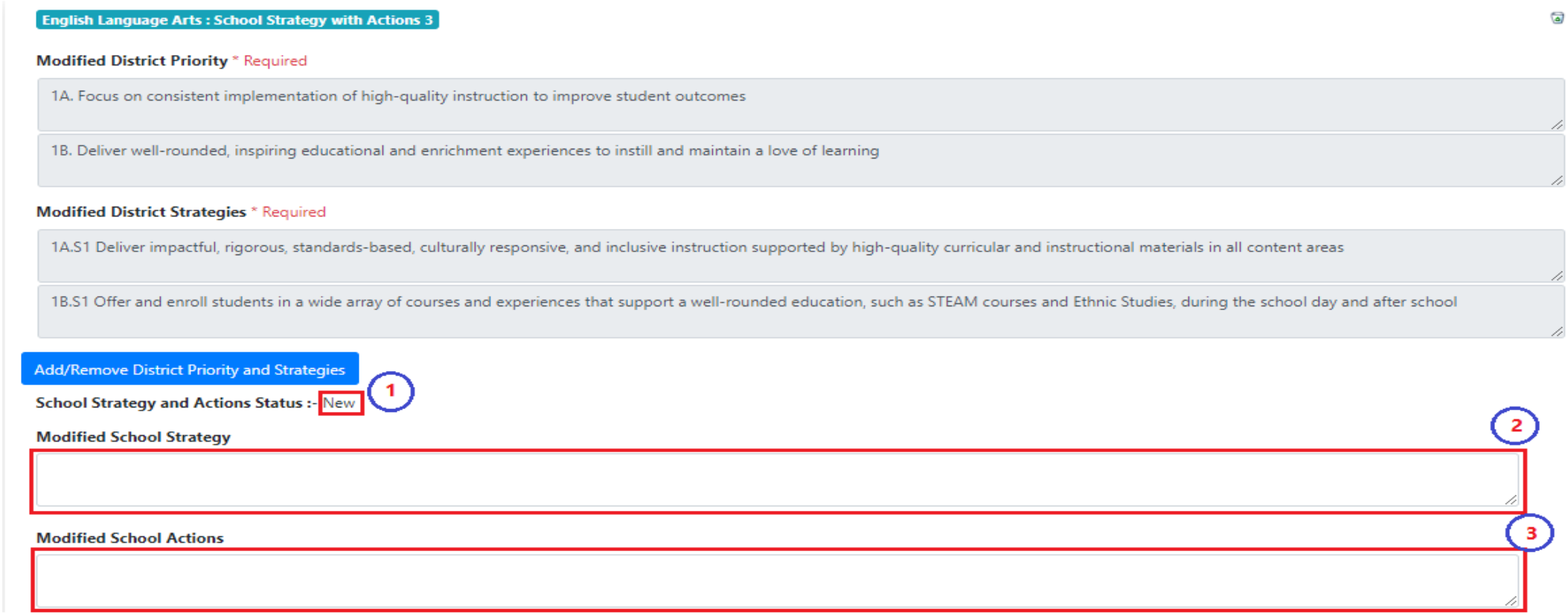


1. Select the District Strategies (All that apply).
2. Click the Start Editing button.

- Note: In this example, the school is selecting District Strategies 1A.S1 and 1B.S1

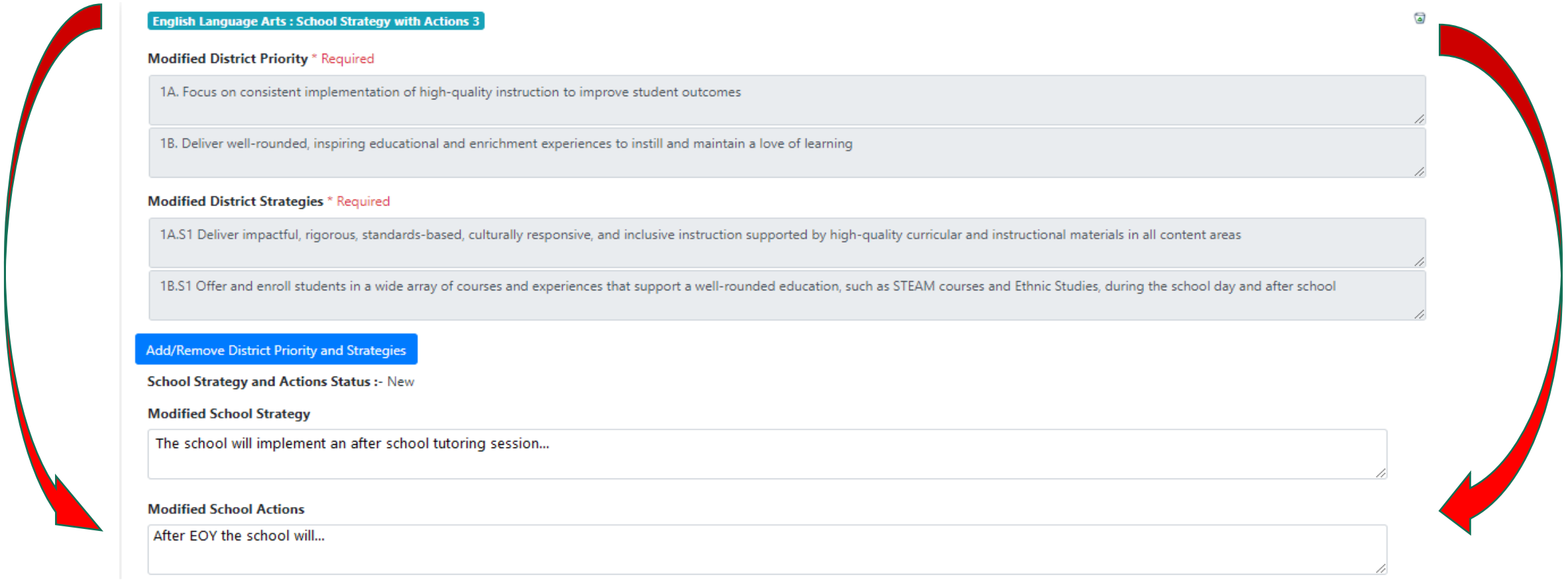


- The Modified District Priority(s) display along with the Modified District Strategies as shown.

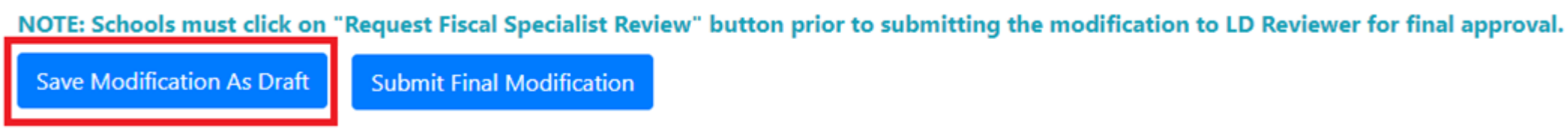


1. See the word “New” in the Status column.
2. Type the applicable new School Strategy in the Modified School Strategy textbox.
3. Type the applicable new School Actions in the Modified School Actions textbox.

- Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.
- Note also that new Strategy with Actions will appear with the sequential numbering. In this example, it’s the 3rd School Strategy with Actions added under Pillar page Academic Excellence – English Language Arts. When the next one is added it will be School Strategy with Actions 4.



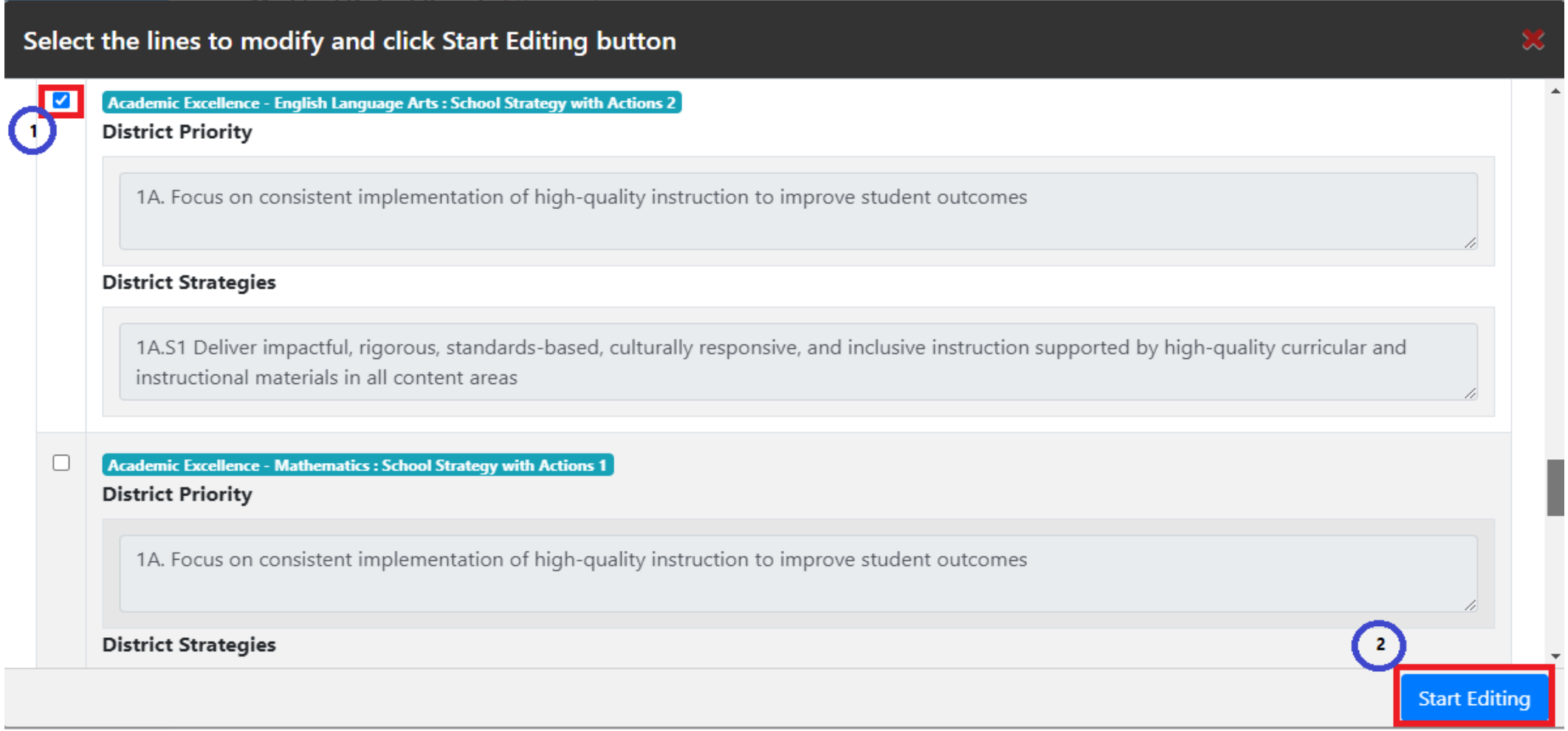
- The block design encompasses the District Priority, District Strategies, School Strategy and School Actions, as shown. Later we will see that it incudes Positions and Non-Positions as well.



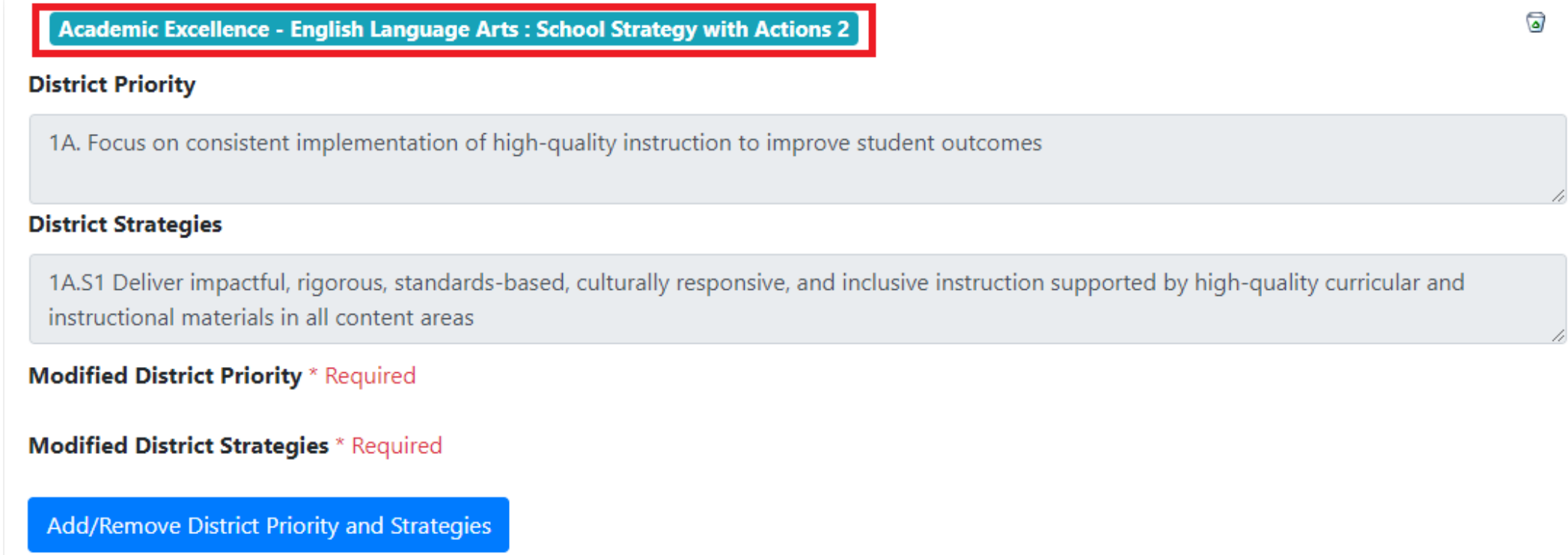
- We recommend for schools to save the modification frequently.

Modify
District Priority/District Strategies and School Strategy/Actions

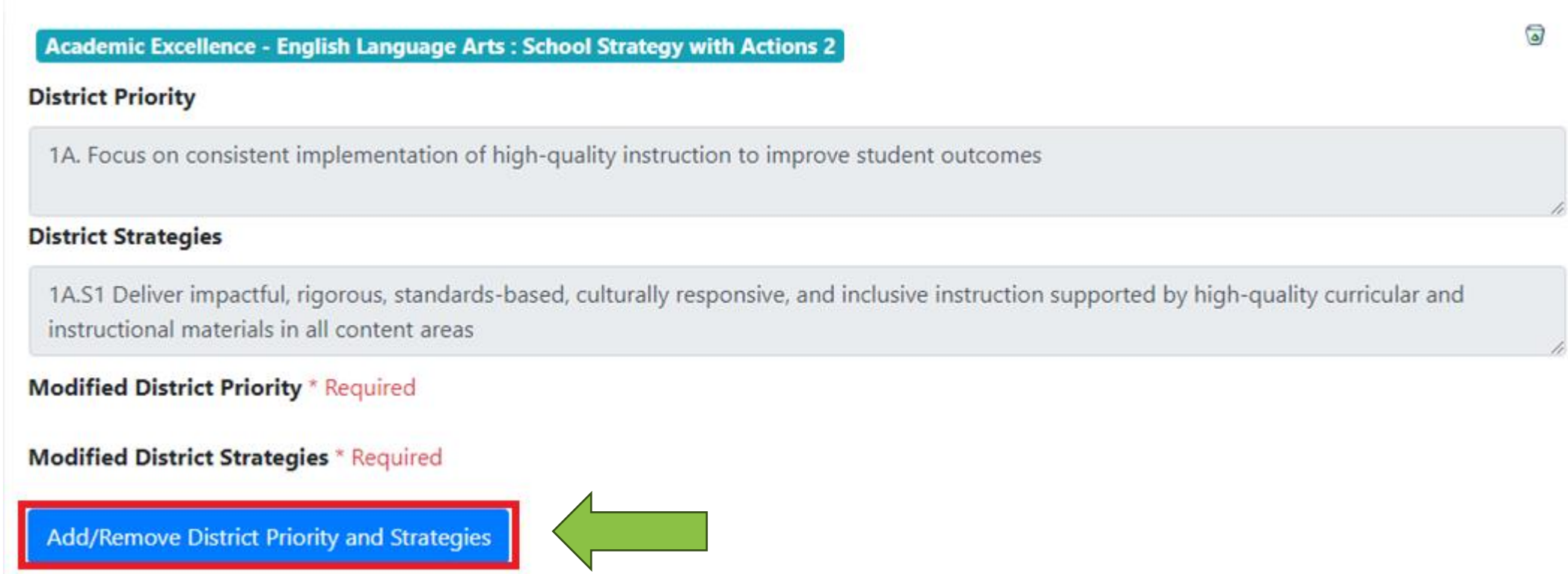
- To modify an existing District Priority and Strategy(s) and School Strategy and Action click the “Modify District Priority/Strategies and School Strategy/Action” button.



1. Select the applicable Pillar and School Strategy with Actions to be modified.
2. Click the “Start Editing” button.



- Since we selected the Academic Excellence – English Language Arts : School Strategy with Actions 2 for editing we see it displayed, as shown.



- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the "Add/Remove District Priority and Strategies" button located at the bottom of the applicable existing School Strategy with Actions as shown.

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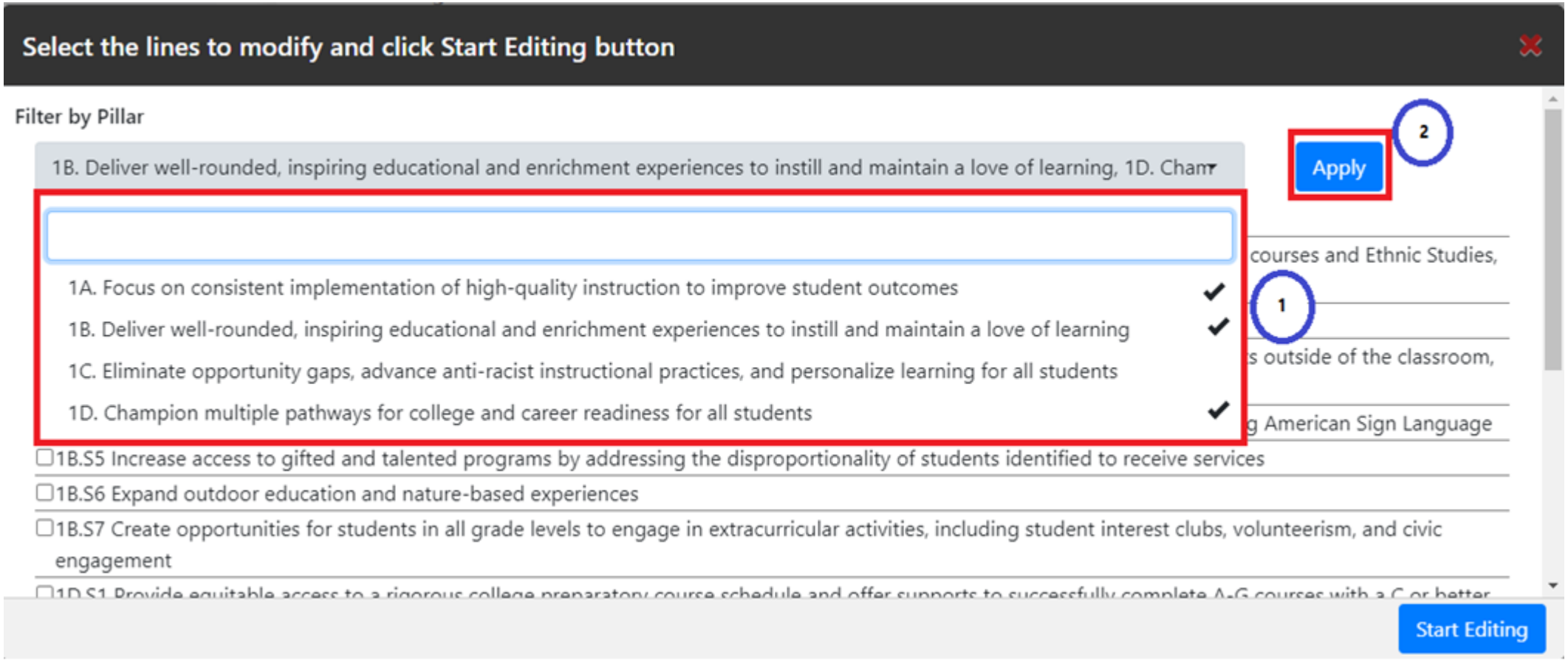
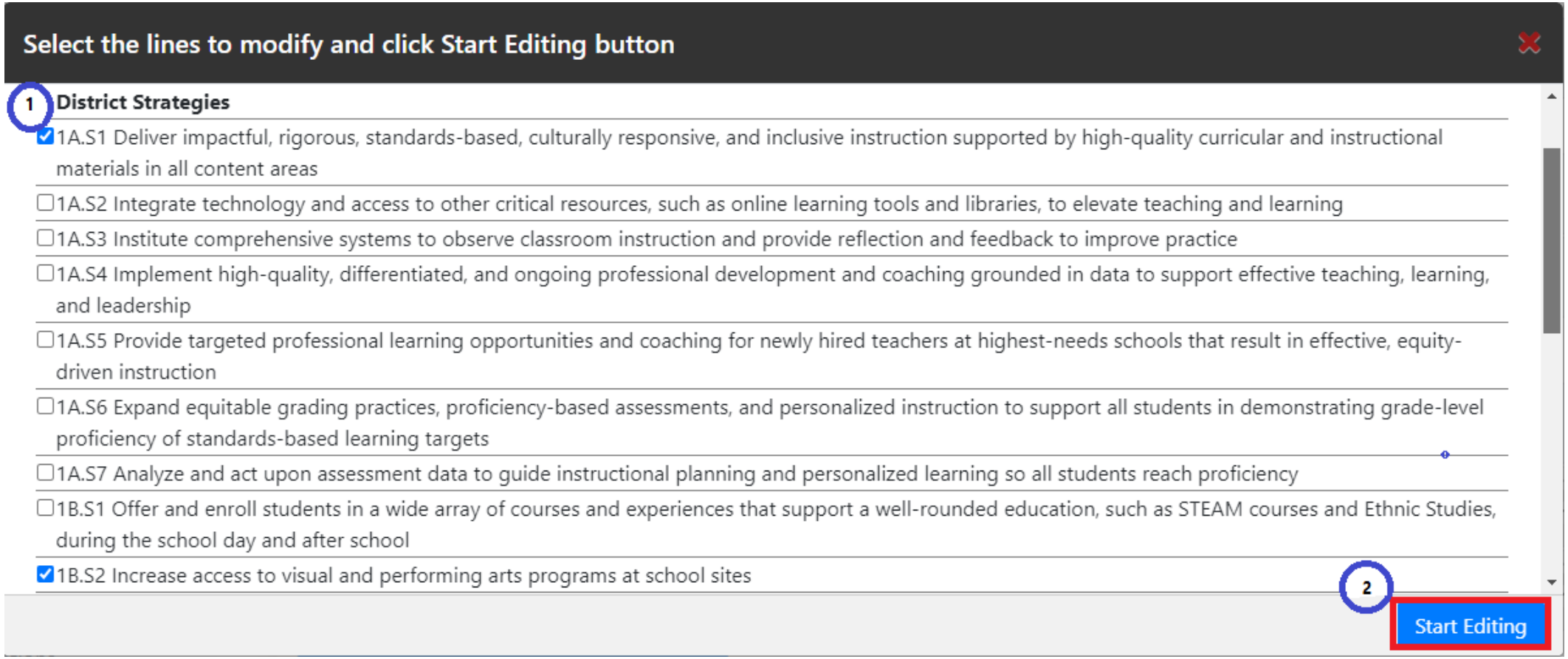


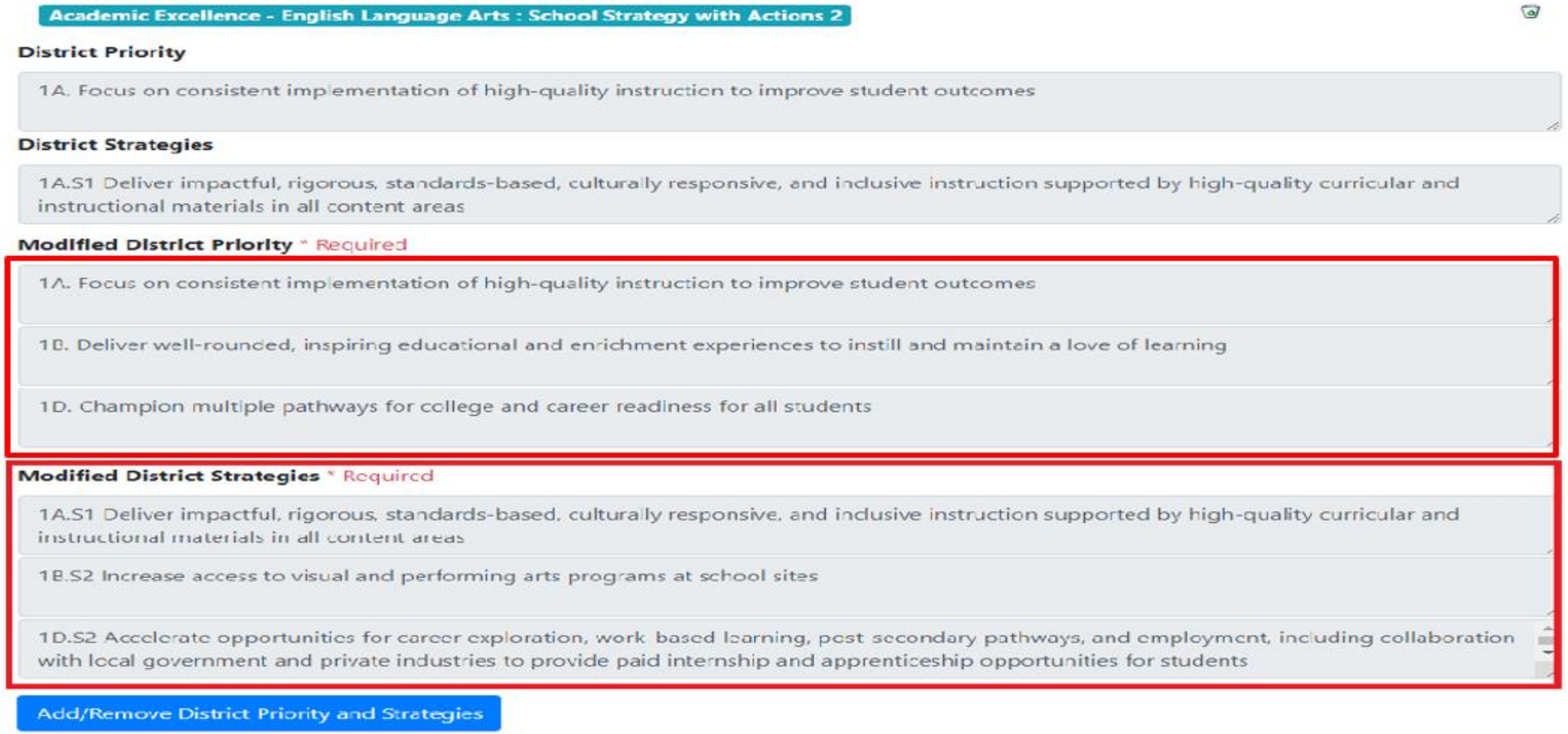
1. Select the District Priority(s).
2. Click the Apply button.

- Note: In this example, the user is selecting new 1B and 1D District Priorities. By reselecting 1A again it will display in the modified District Priority along with 1B and 1D.

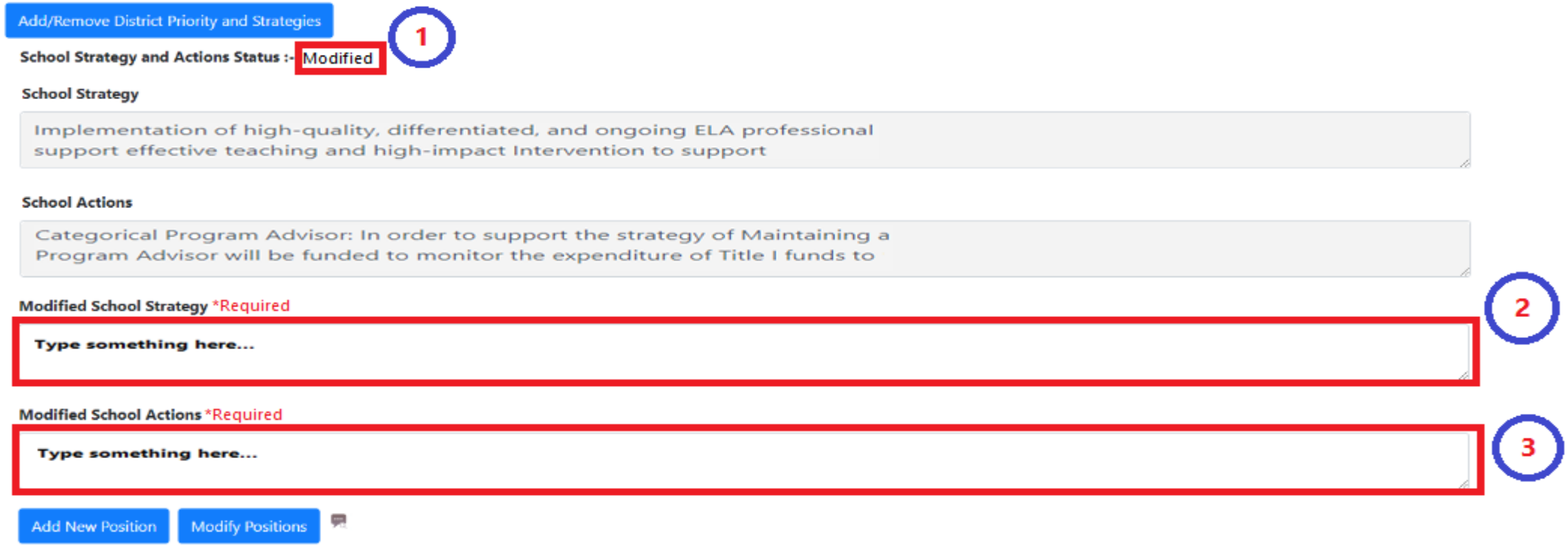


1. Select the District Strategies (All that apply).
2. Click the Start Editing button.

- Note: In this example, the user is selecting District Strategies 1A.S1, 1B.S2 and 1D.S2.



- Modified District Priorities and Strategies appear beneath the original District Priorities and Strategies as shown.

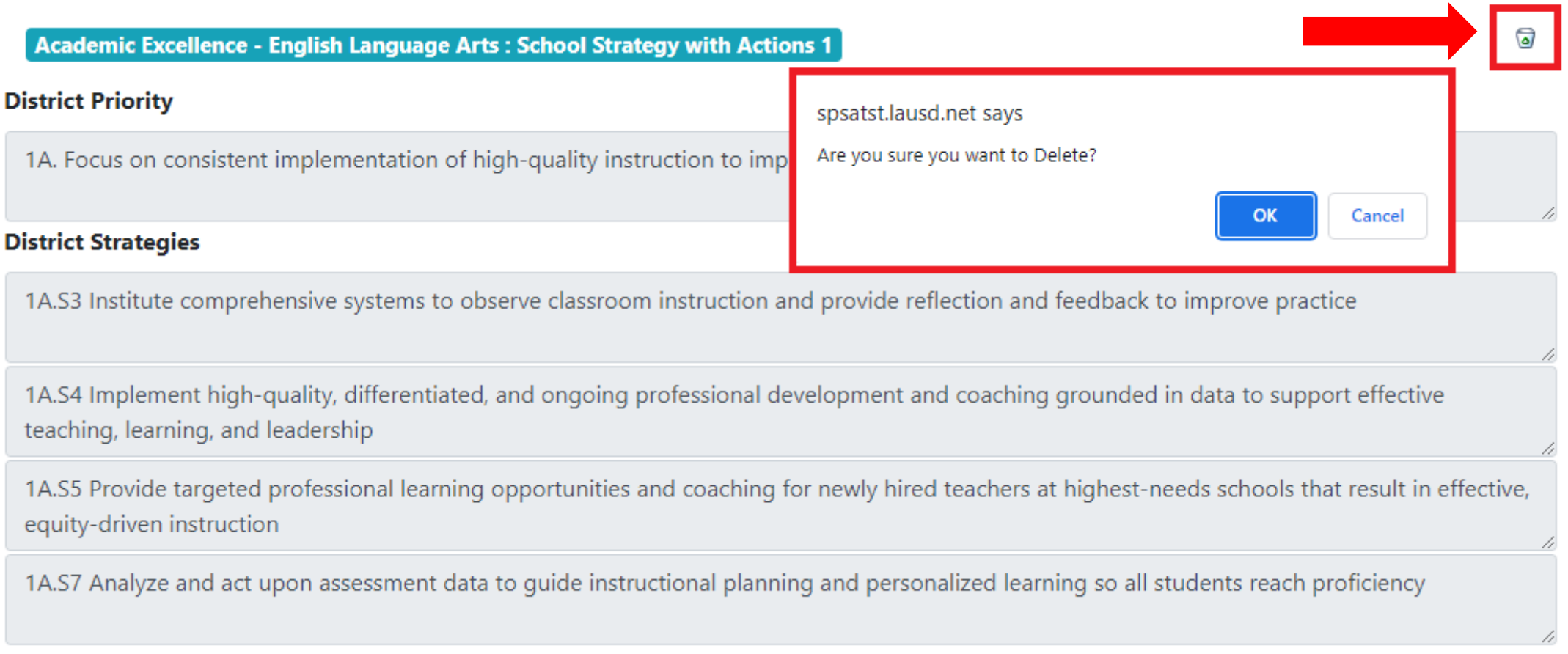


In the School Strategy and Actions Status:

1. The Status shows “Modified”.
2. Type the applicable modified School Strategy in the Modified School Strategy textbox.
3. Type the applicable modified School Actions in the Modified School Actions textbox.

- Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.

Delete
District Priority/District Strategies and School Strategy/Actions



- To delete a District Priority/Strategies and School Strategy with Actions block, click on the trash can, as shown. Click OK to verify you want to delete it.
- Note: Deleting an existing block doesn't permanently delete it. It can be reselected again for modification.

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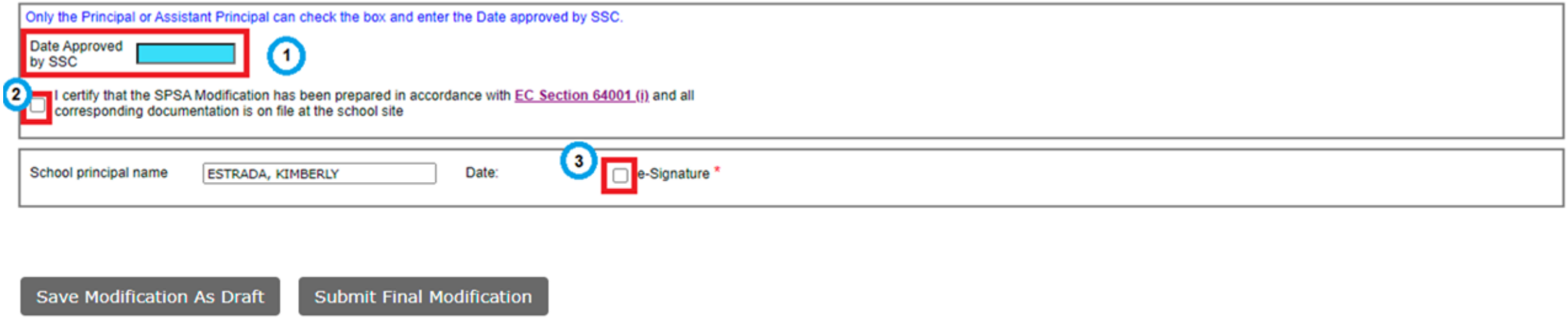
No Budget Change Approvals



1. **Only the Principal or Assistant Principal** can enter the date in the box labeled "Date Approved by SSC:"
2. **Only the Principal or Assistant Principal** can click the checkbox beside the ED code 64001 (i).
3. **Only the Principal or Assistant Principal** can click the checkbox beside the "e-Signature." Designees will not be able to click the checkbox.

- After the modification has been completed, **only the Principal or Assistant Principal** can click the "Submit Final Modification" button to submit it to Regional approvers.
- The Regional approvers will receive an email notification that the modification is ready for review. Otherwise, click the "Save Modification As Draft" to continue working on it at a later time.

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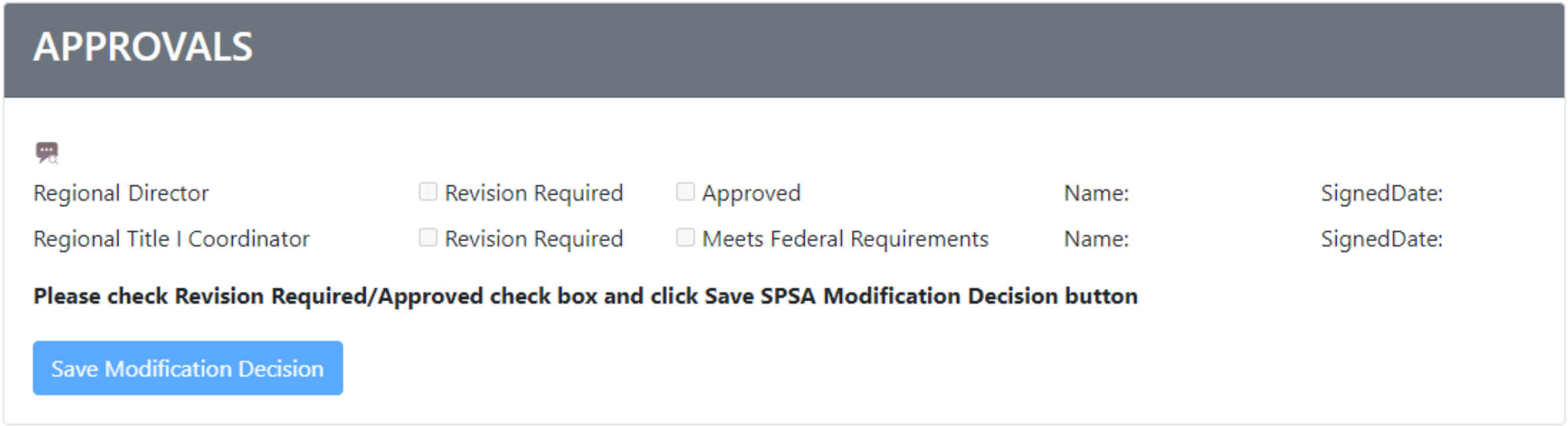

- No Budget Change approvals are required from the Regional Director and the Regional Title I Coordinator.
- Email notification is sent to the Principal and Designee(s) whenever a modification has been approved or a revision has been requested.

Create a New Modification
Budget Change

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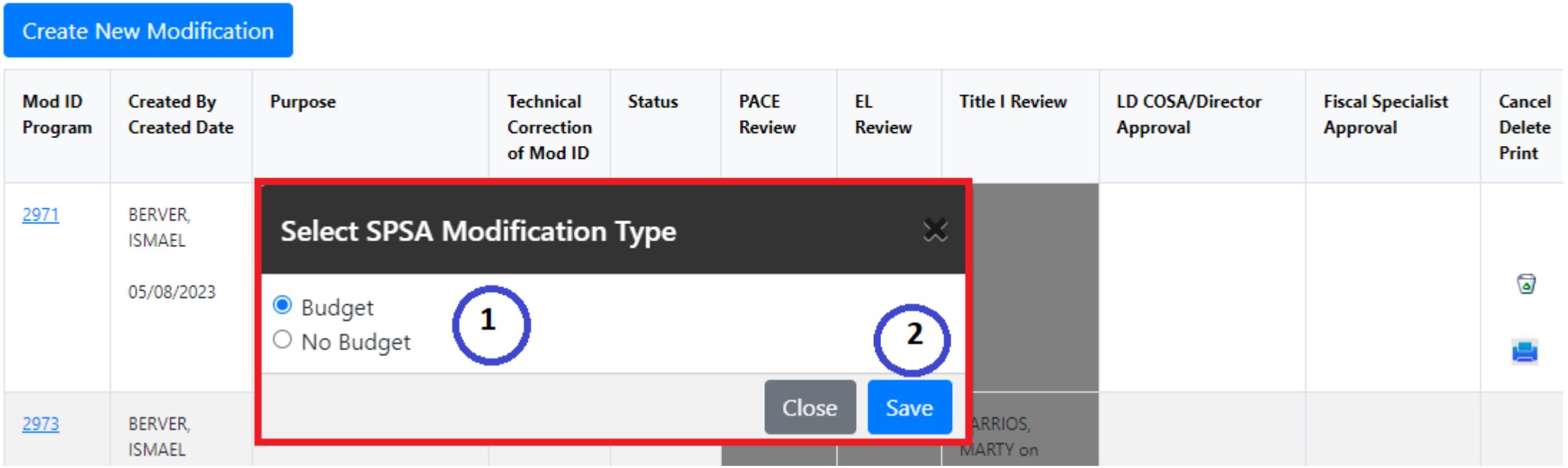
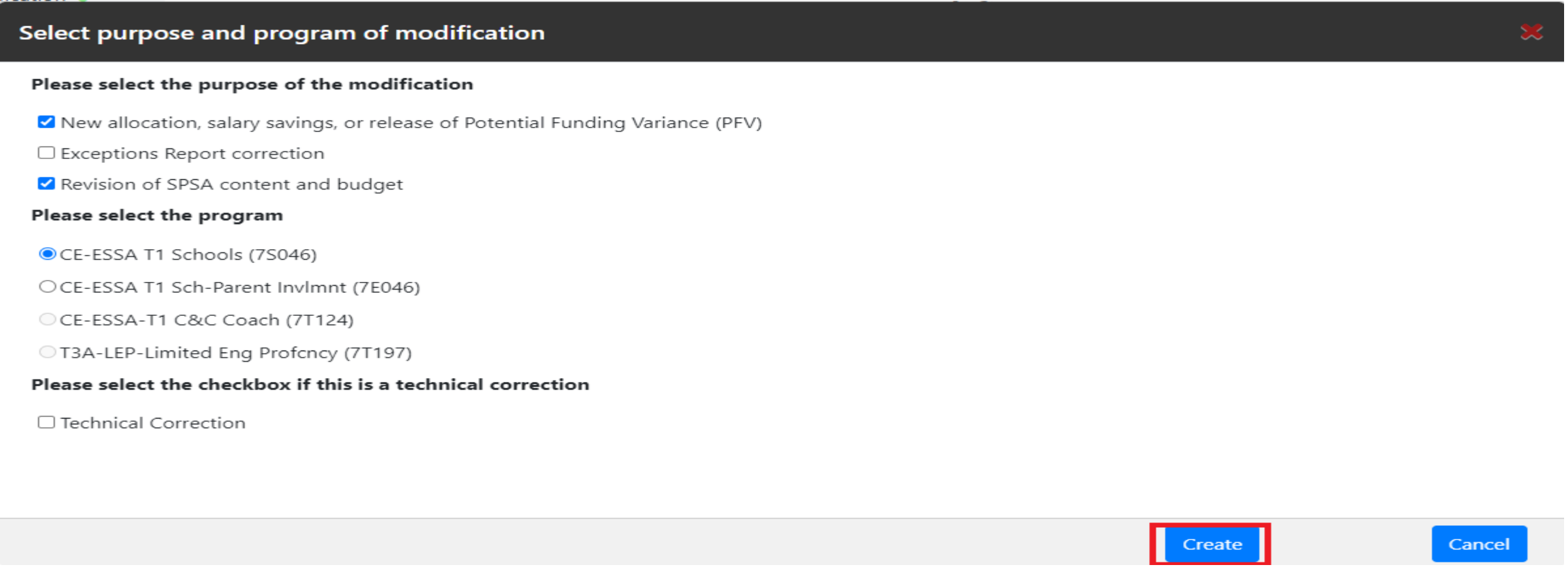
SPSA Modification



1. Select Budget.
2. Save.



- Select the purpose(s)
- Select the program
- Click the Create button.
- Note: Only one program can be selected per Modification. The program must be posted by the Fiscal Specialist before another modification with the same program can be created.

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SPSA Modification

Mod# 3020

List All Modification

Purpose:

State what will be defunded (if applicable):

What finding(s) from your Needs Assessment led you to adopt this strategy? * Required

- The State what will be defunded (if applicable) textbox is optional. If no budget items are being defunded, write N/A.
- The What finding(s) from your Needs Assessment led you to adopt this strategy textbox is required.

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SPSA Modification

Mod# 3020

List All Modification

Purpose: New allocation, salary savings, or release of Potential Funding Variance (PFV)

Revision of SPSA content and budget

State what will be defunded (if applicable):

What finding(s) from your Needs Assessment led you to adopt this strategy?

- The modification Purpose selections will populate when the modification is saved as a Draft.

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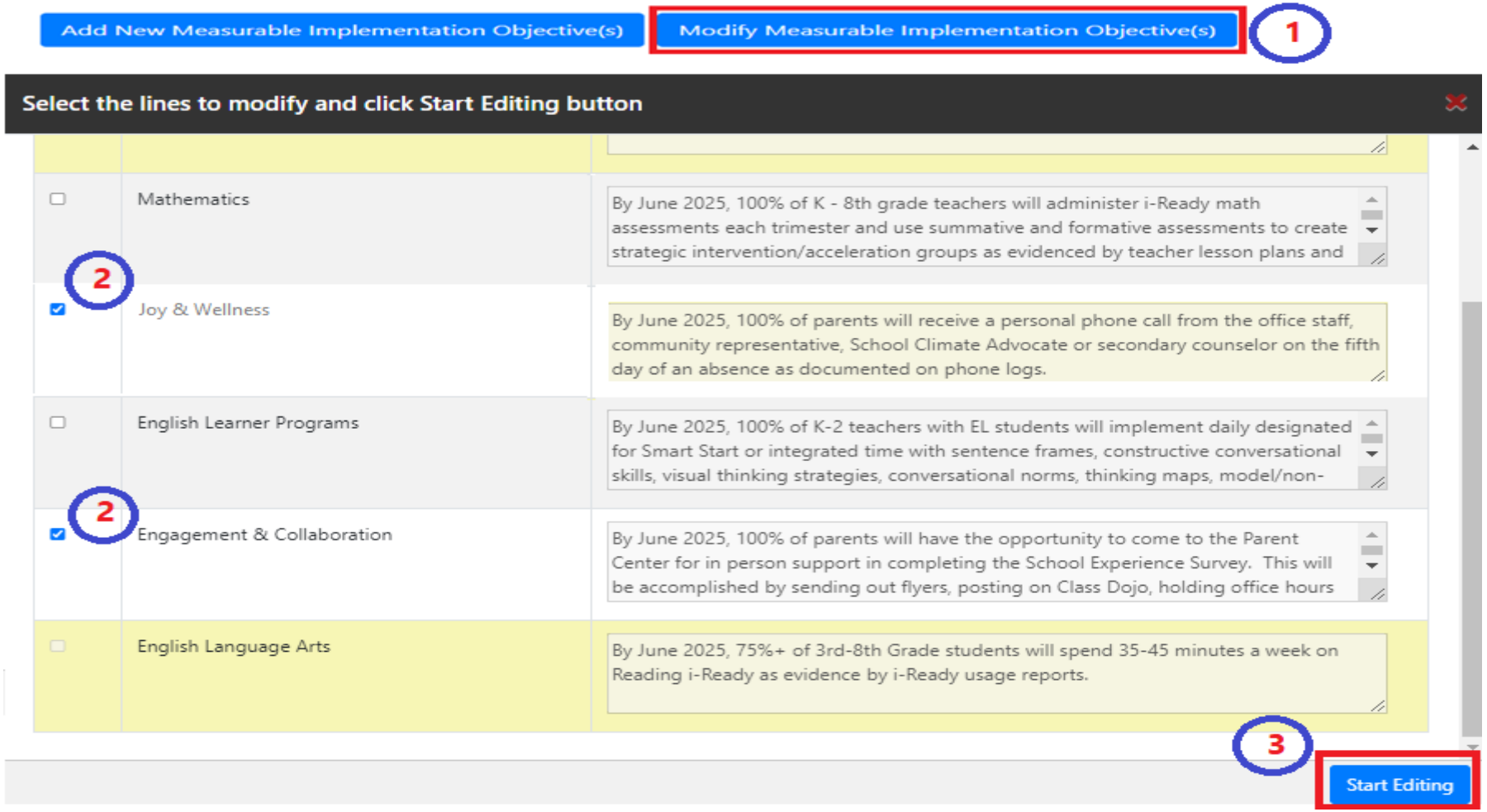
Modify/Add New Measurable Objectives

- In the SPSA Modifications page select the type of Measurable Objective to modify. Since the Measurable Objectives modifications instructions are the same for both types, we will illustrate the instructions for the Measurable Implementation Objective(s) modification in this tutorial.
- **Note: The deadline for modification of both types of Measurable Objectives is October 31st.**



1) Click on the Modify Measurable [type] Objective(s) as applicable.
2) Select the Measurable [type] Objective(s) to be modified.
3) Click the Start Editing button.

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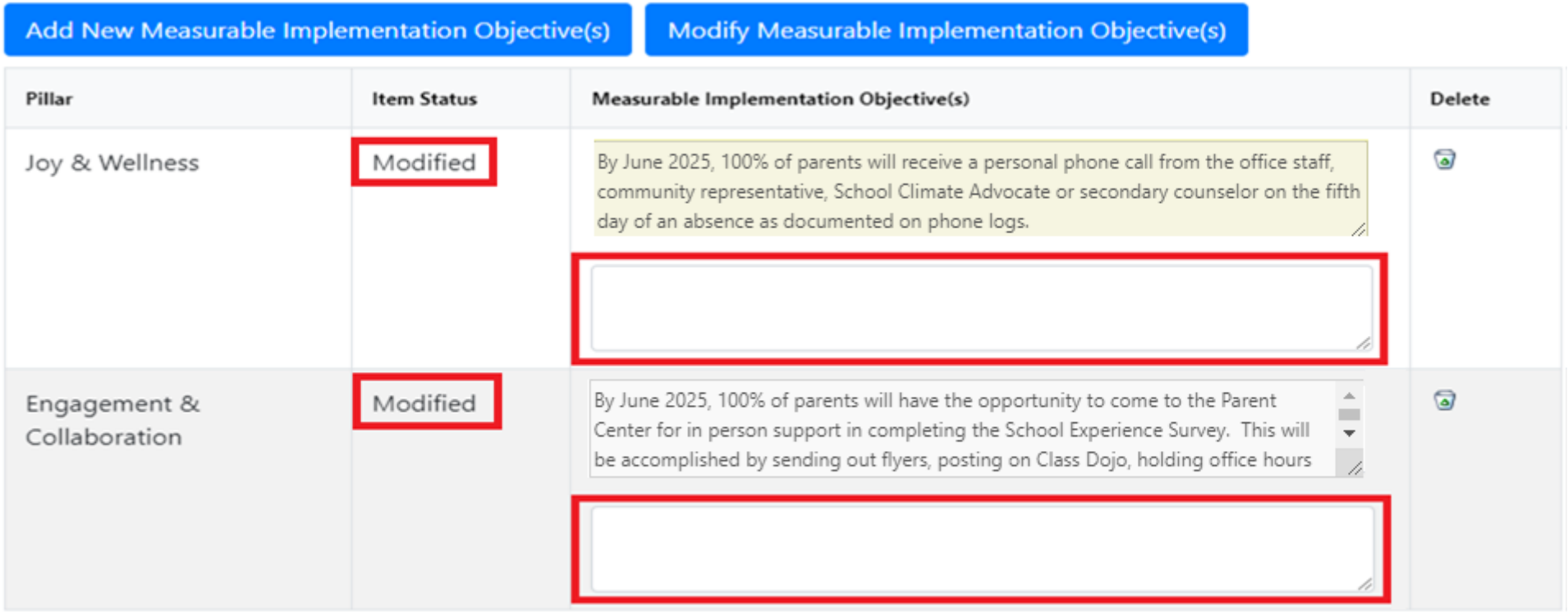

- The Item Status will display “Modified”. Enter the “Modified Measurable [type] Objective” as applicable. If the field is left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification.
- Note: Saving a modification as a Draft with error(s) will not prevent the modification from being saved.

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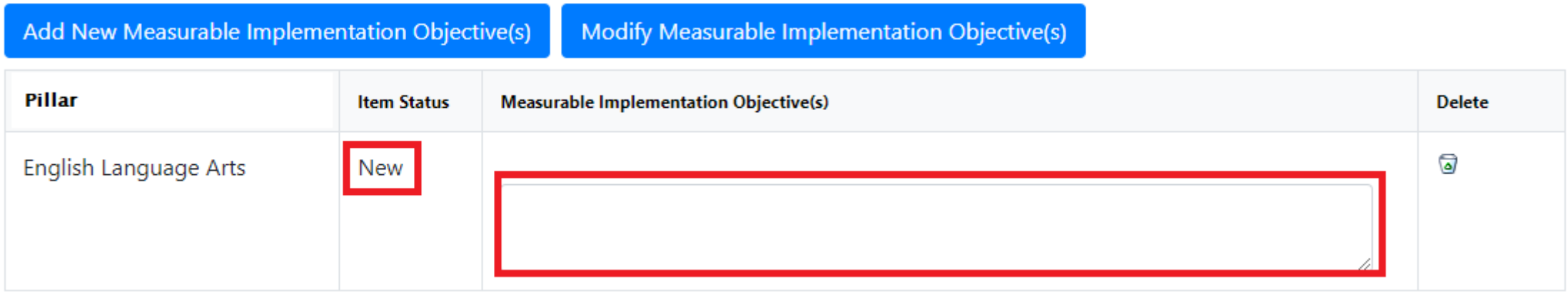
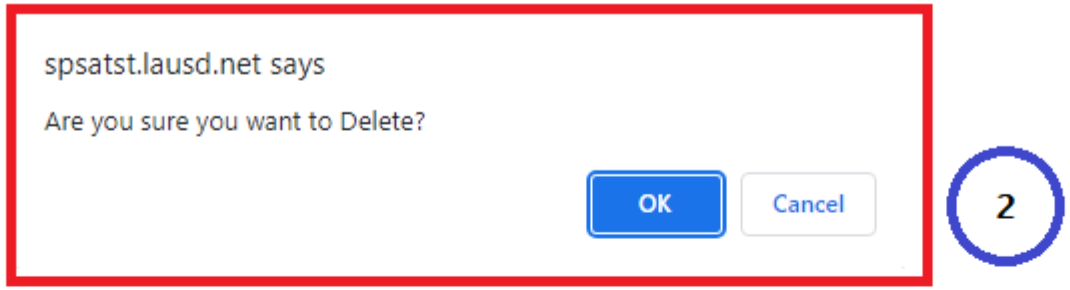
1) To add a new Measurable [type] Objective click on the modification type's "Add New Measurable [type] Modification" button.
2) Select the Pillar page.
3) Click the "Select" button.



- The Item Status will display “New”.
- Type the text in the Measurable [type] Objective(s) textbox and save the modification as a Draft.



Add New Measurable Implementation Objective(s) | Modify Measurable Implementation Objective(s)

Pillar	Item Status	Measurable Implementation Objective(s)	Delete
English Language Arts	New		1

1) To delete a new or existing Measurable Objective, click the trash can.
2) Verify that you want to delete the Measurable Objective.

- **Note: Deleting an existing Measurable Objective will not permanently delete it. It can be reselected again for modification.**

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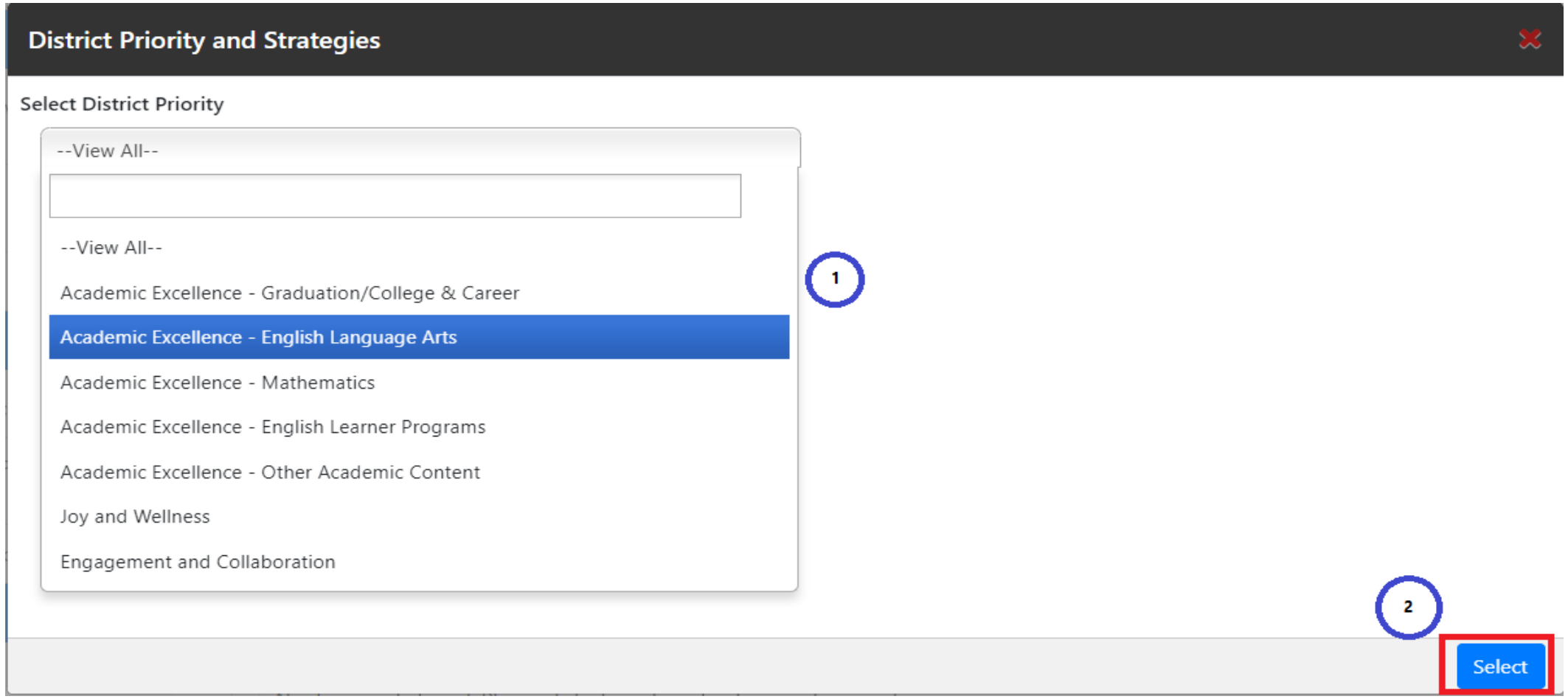
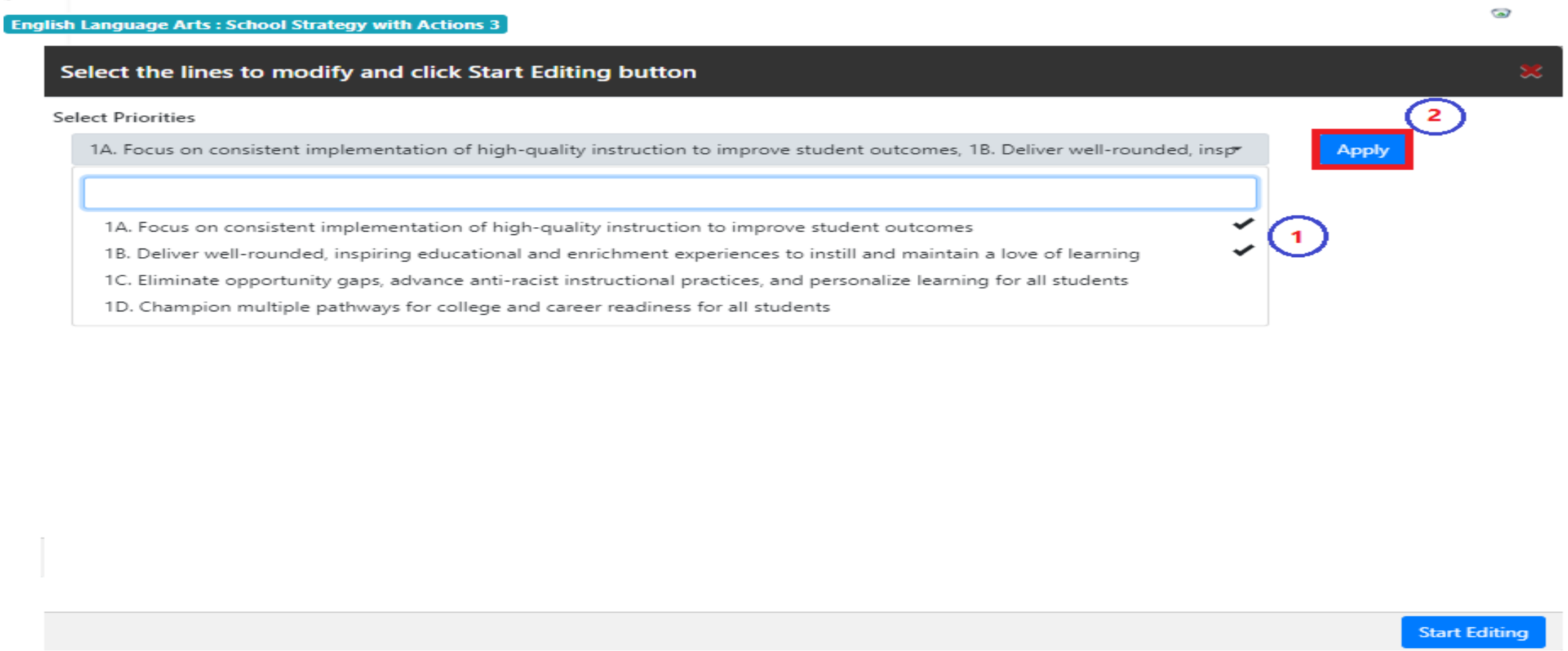
Add New
District Priority/District Strategies and School Strategy/Actions

- To add a new District Priority and Strategy(s) and School Strategy and Action click the “Add District Priority/Strategies and School Strategy/Action” button.



1. Select the Pillar page.
2. Click the Select button.

- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the “Add/Remove District Priority and Strategies” button located at the bottom of the applicable School Strategy with Actions as shown.



1. Select the District Priority(s).
2. Click the Apply button.

- Note: In this example, the school is selecting 1A and 1B District Priorities. These selections will display in the Modified District Priority.

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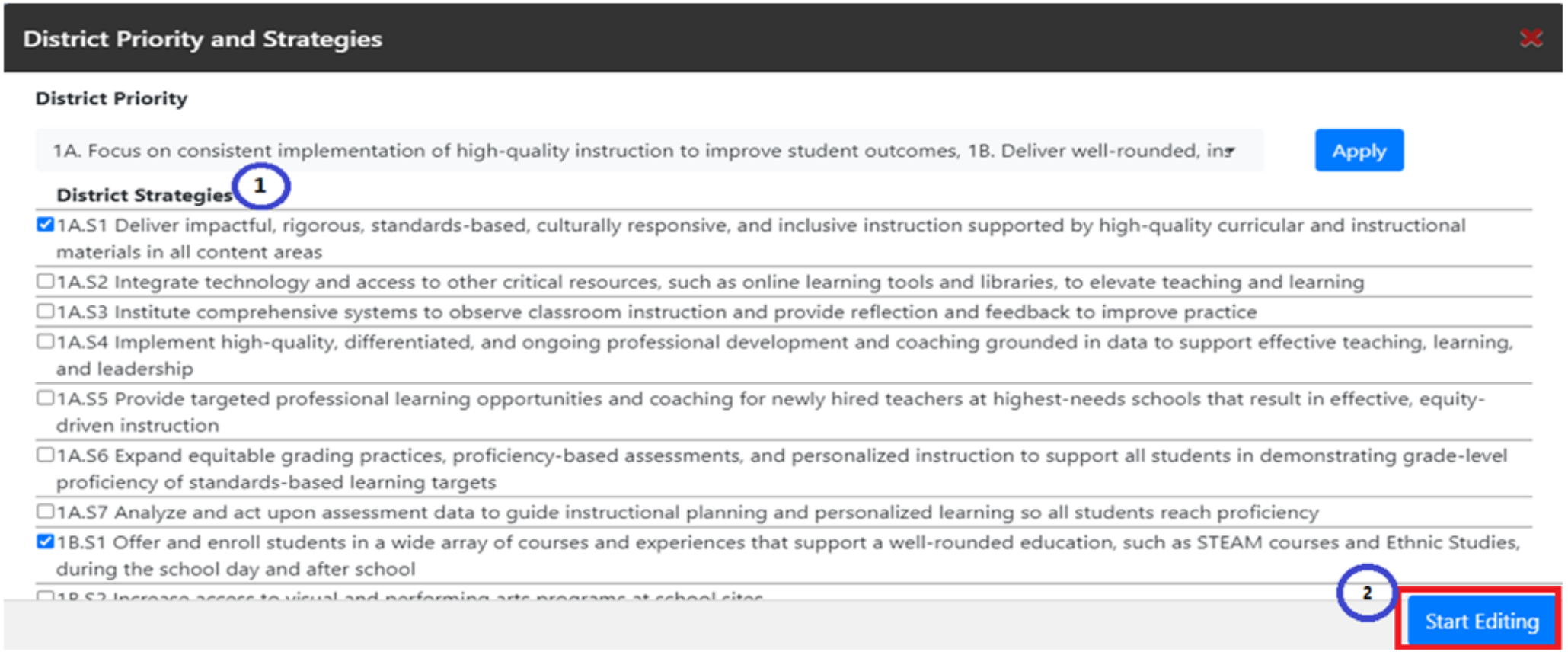
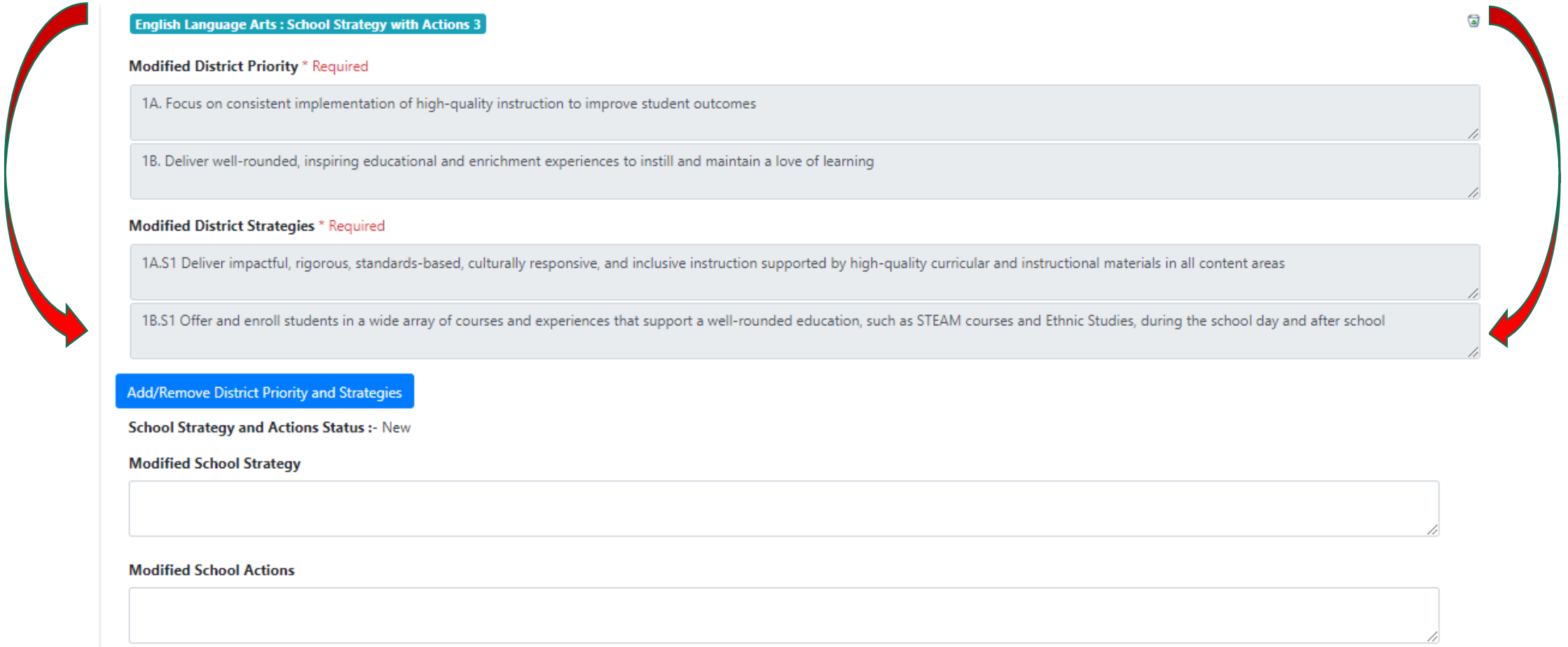
English Language Arts : School Strategy with Actions 3

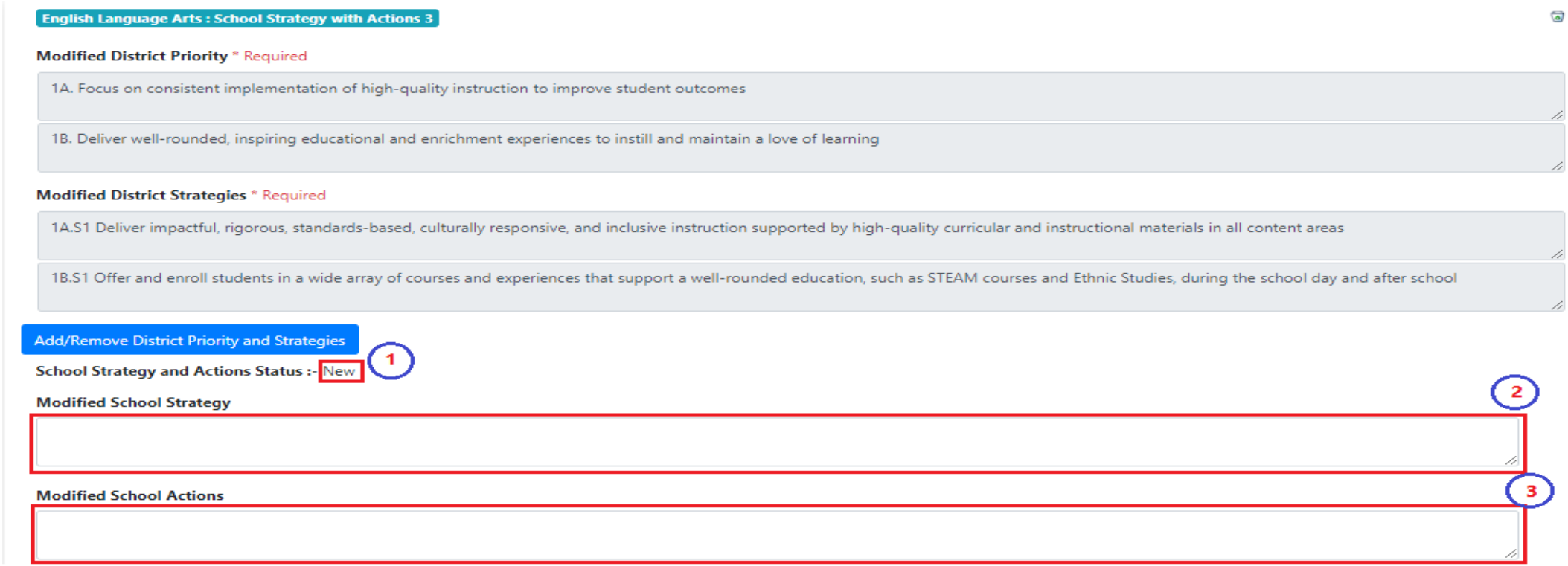


1. Select the District Strategies (All that apply).
2. Click the Start Editing button.

- Note: In this example, the school is selecting District Strategies 1A.S1 and 1B.S1

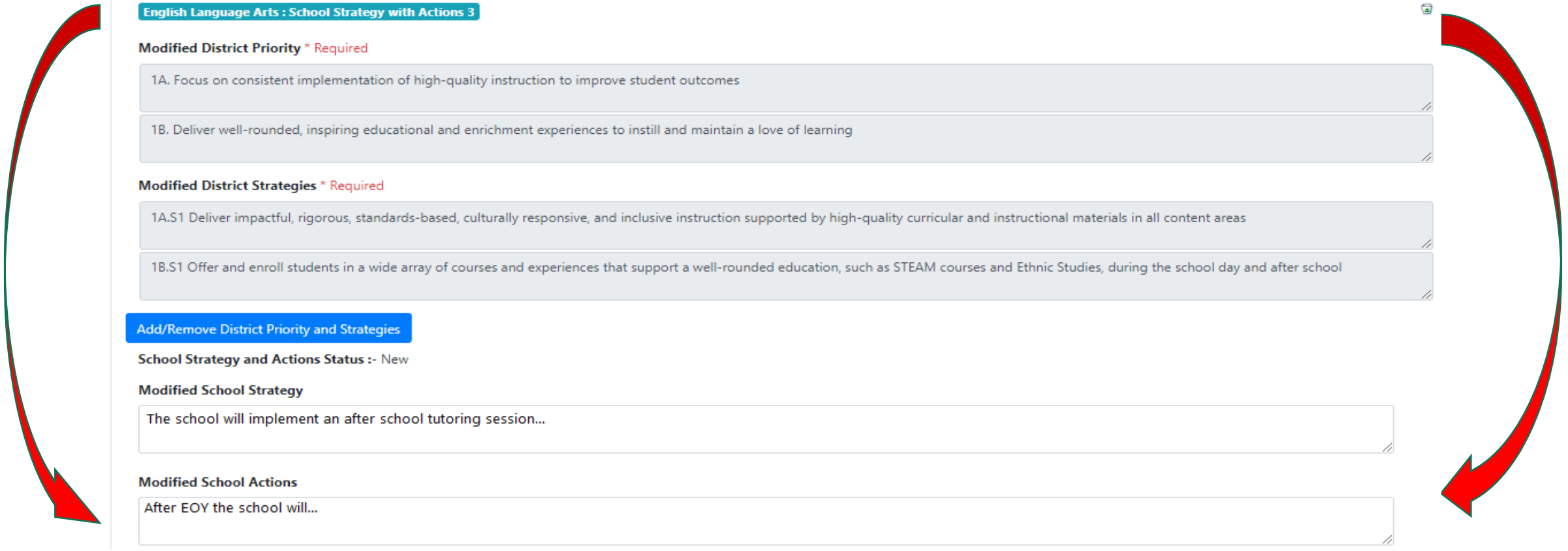


- The Modified District Priority(s) display along with the Modified District Strategies as shown.



1. See the word "New" in the Status column.
2. Type the applicable new School Strategy in the Modified School Strategy textbox.
3. Type the applicable new School Actions in the Modified School Actions textbox.

- Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.
- Note also that new Strategy with Actions will appear with the sequential numbering. In this example, it's the 3rd School Strategy with Actions added under Pillar page Academic Excellence – English Language Arts. When the next one is added it will be School Strategy with Actions 4.



- The block design encompasses the District Priority, District Strategies, School Strategy and School Actions, as shown. Later we will see that it incudes Positions and Non-Positions as well.

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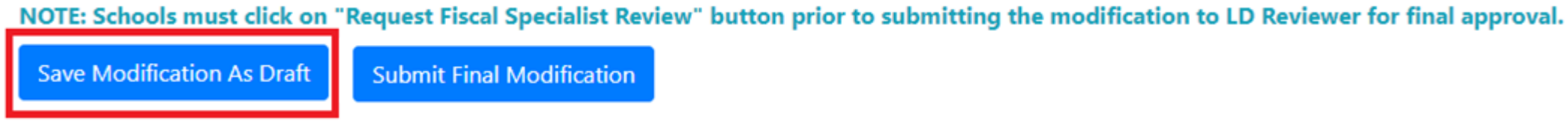
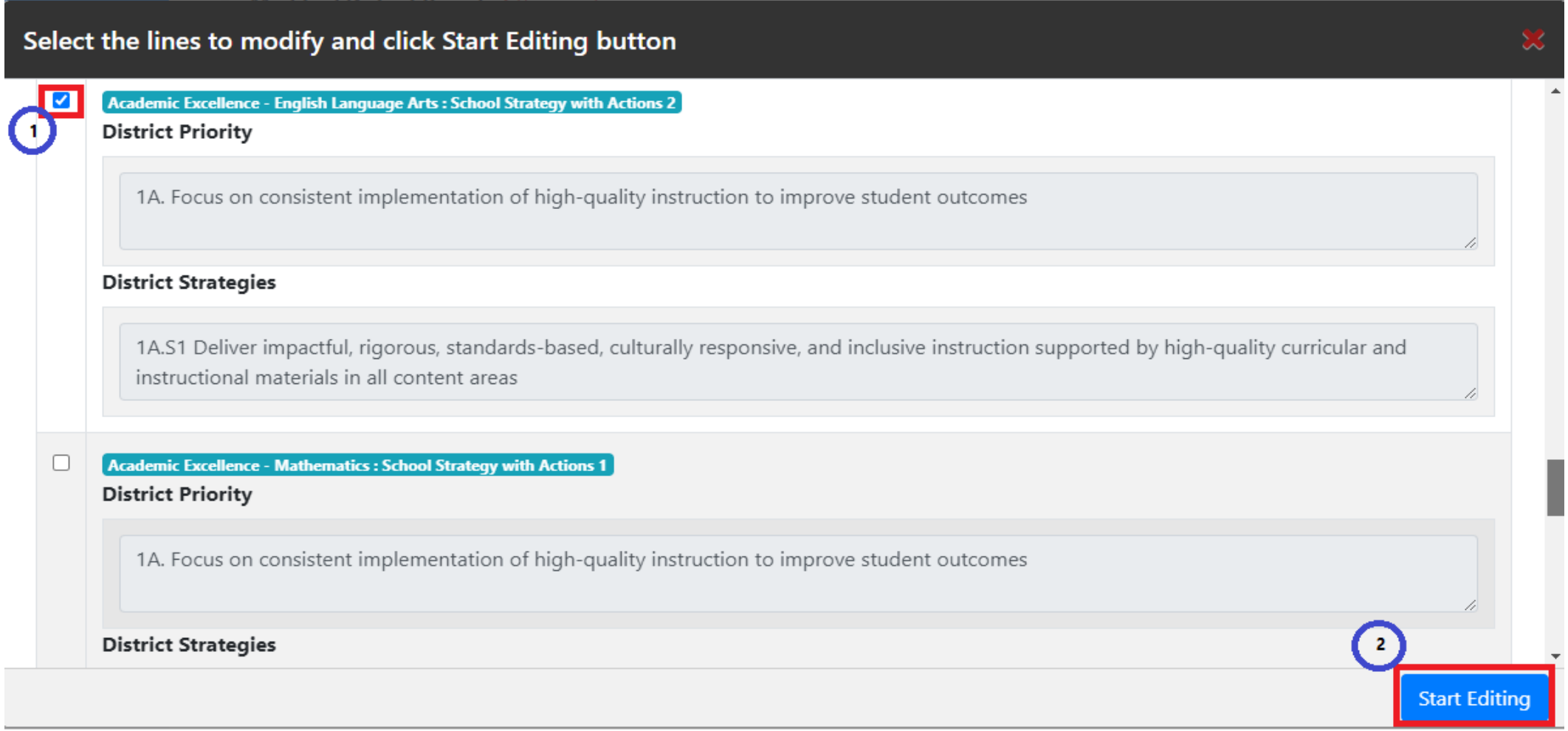


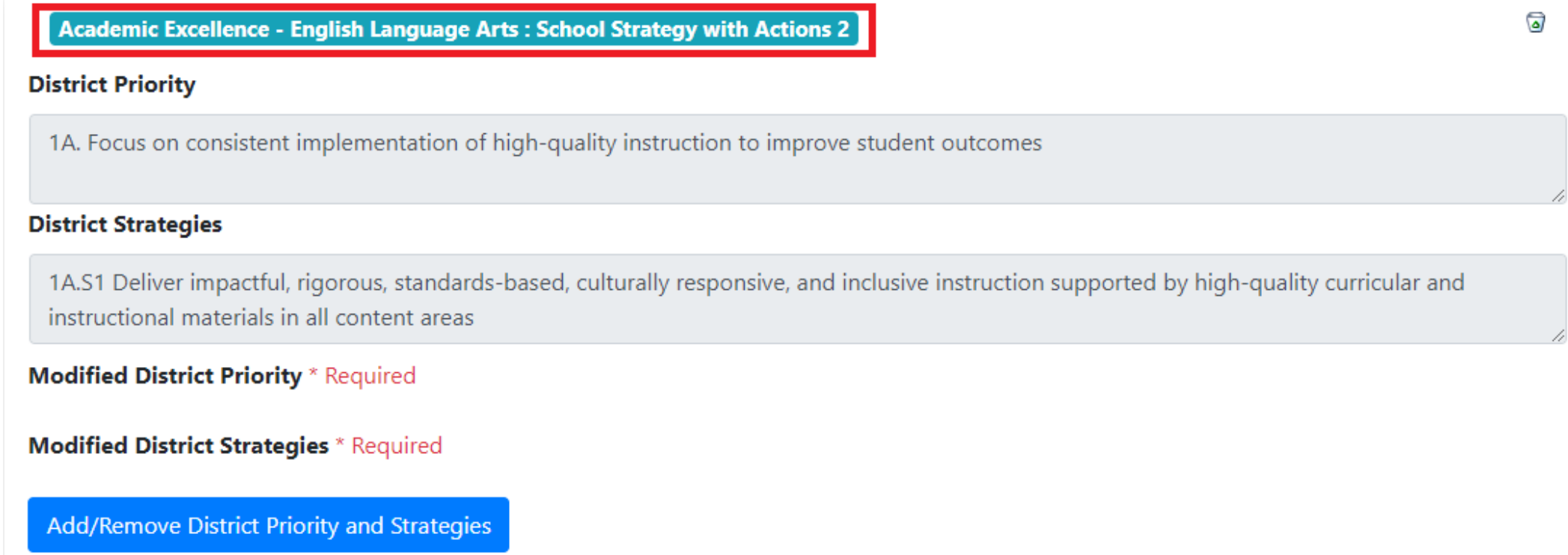
- We recommend for schools to save the modification frequently.

Modify
District Priority/District Strategies and School Strategy/Actions

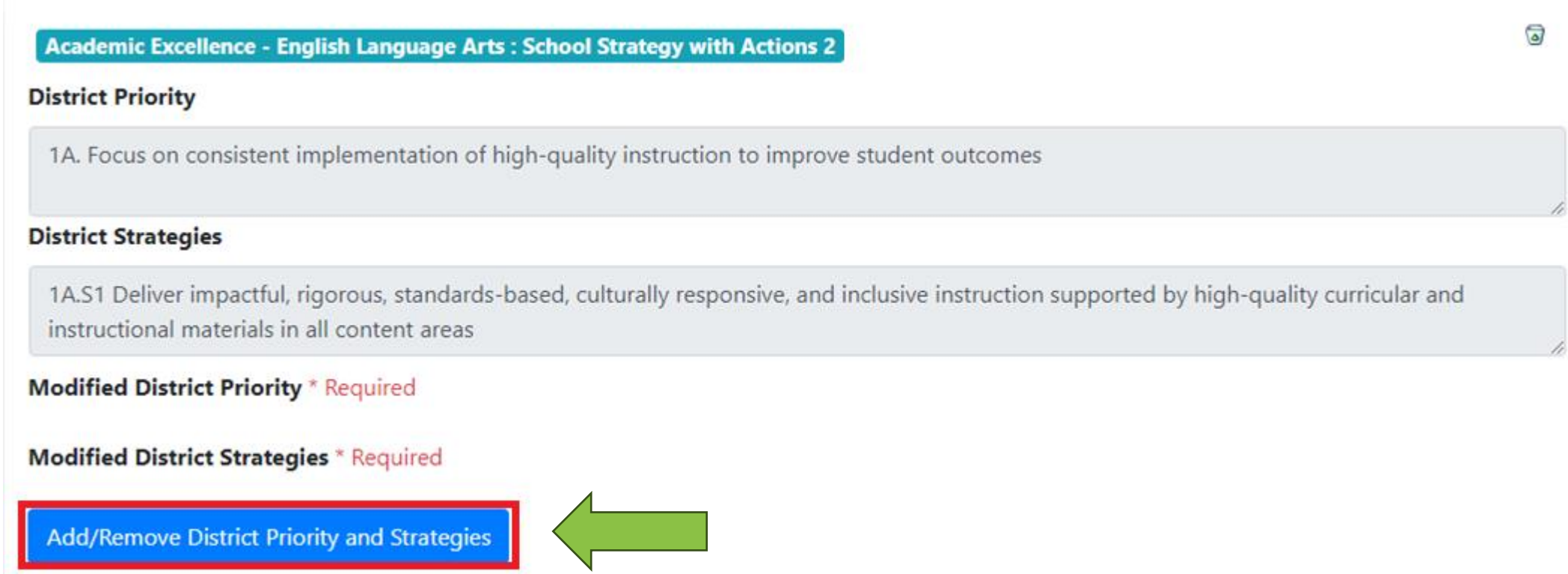
- To modify an existing District Priority and Strategy(s) and School Strategy and Action click the “Modify District Priority/Strategies and School Strategy/Action” button.



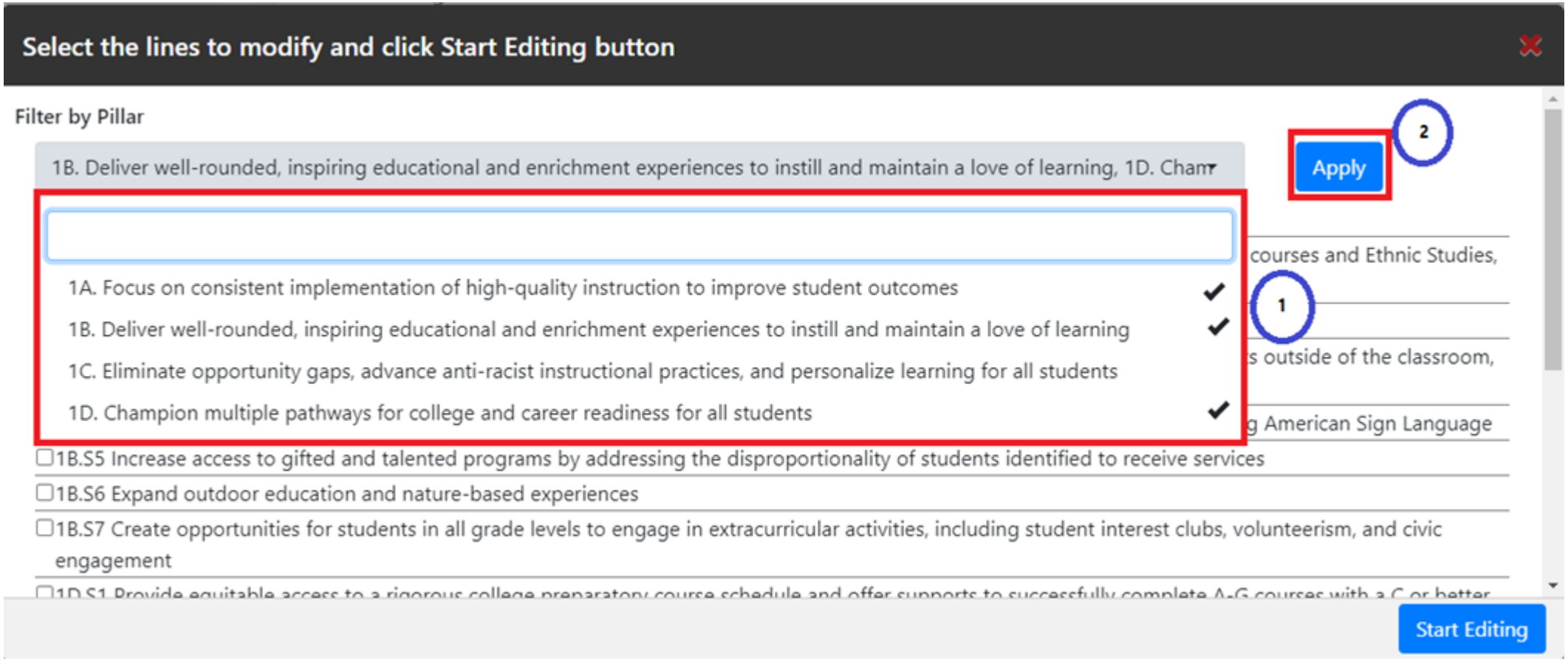
1. Select the applicable Pillar and School Strategy with Actions to be modified.
2. Click the “Start Editing” button.



- Since we selected the Academic Excellence – English Language Arts : School Strategy with Actions 2 for editing we see it displayed, as shown.

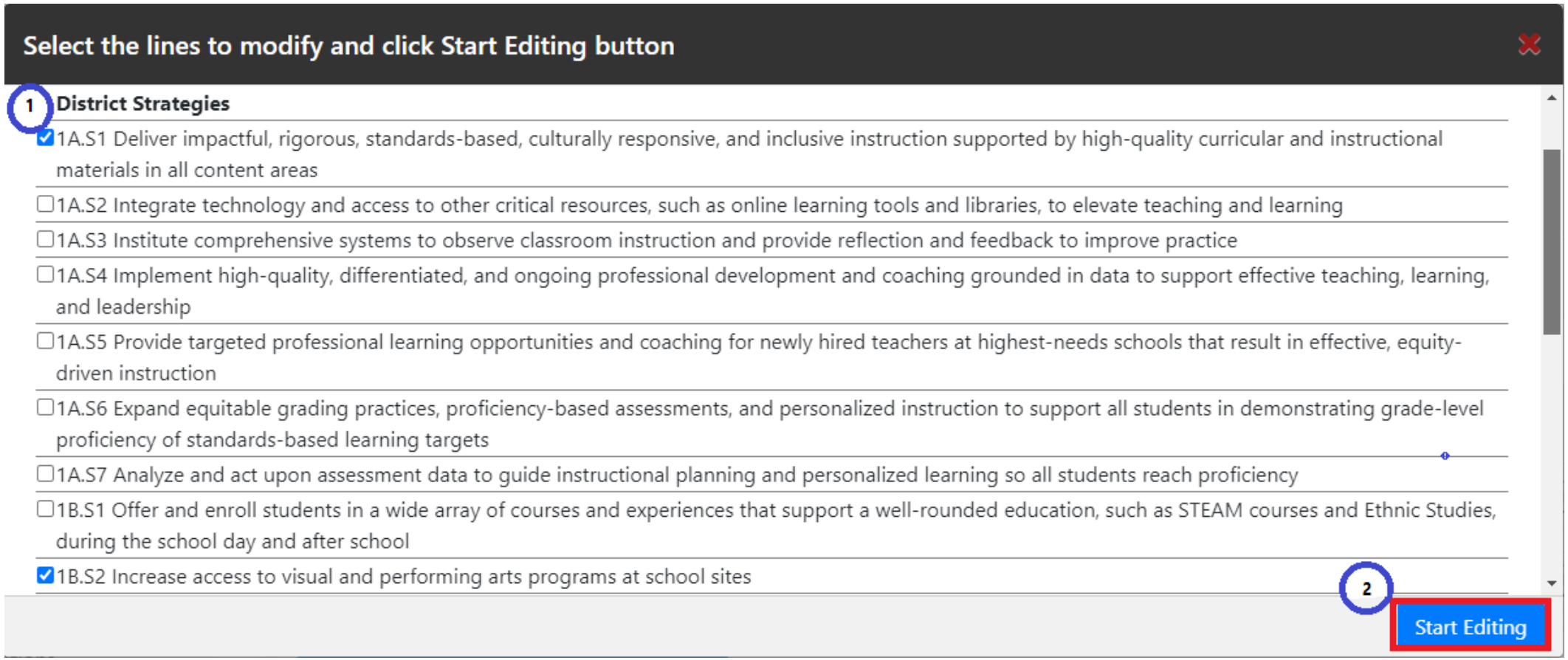


- To add a new District Priority and Strategy(s) or remove an existing District Priority and Strategy(s) from an existing School Strategy with Actions, click the "Add/Remove District Priority and Strategies" button located at the bottom of the applicable existing School Strategy with Actions as shown.



1. Select the District Priority(s).
2. Click the Apply button.

- Note: In this example, the user is selecting new 1B and 1D District Priorities. By reselecting 1A again it will display in the modified District Priority along with 1B and 1D.



1. Select the District Strategies (All that apply).
2. Click the Start Editing button.

- Note: In this example, the user is selecting District Strategies 1A.S1, 1B.S2 and 1D.S2.

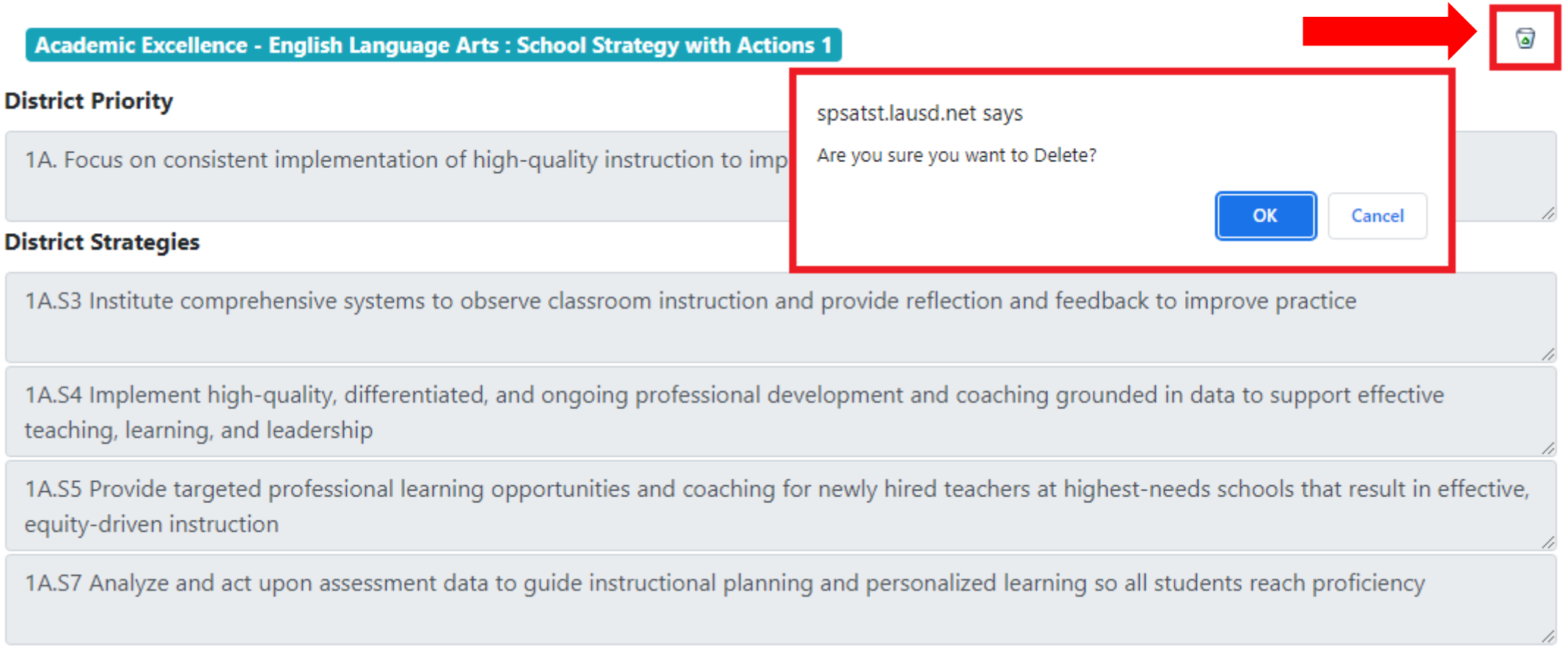
- Modified District Priorities and Strategies appear beneath the original District Priorities and Strategies as shown.

In the School Strategy and Actions Status:

1. The Status shows “Modified”.
2. Type the applicable modified School Strategy in the Modified School Strategy.
3. Type the applicable modified School Actions in the Modified School Actions.

- Note: If the fields are left blank, it will trigger an error when the user saves the Modification as a Draft, or when the user submits the Modification to the Regional Reviewers.

Delete
District Priority/District Strategies and School Strategy/Actions



- To delete a District Priority/Strategies and School Strategy with Actions block, click on the trash can, as shown. Click OK to verify you want to delete it.
- Note: Deleting an existing block doesn't permanently delete it. It can be reselected again for modification.

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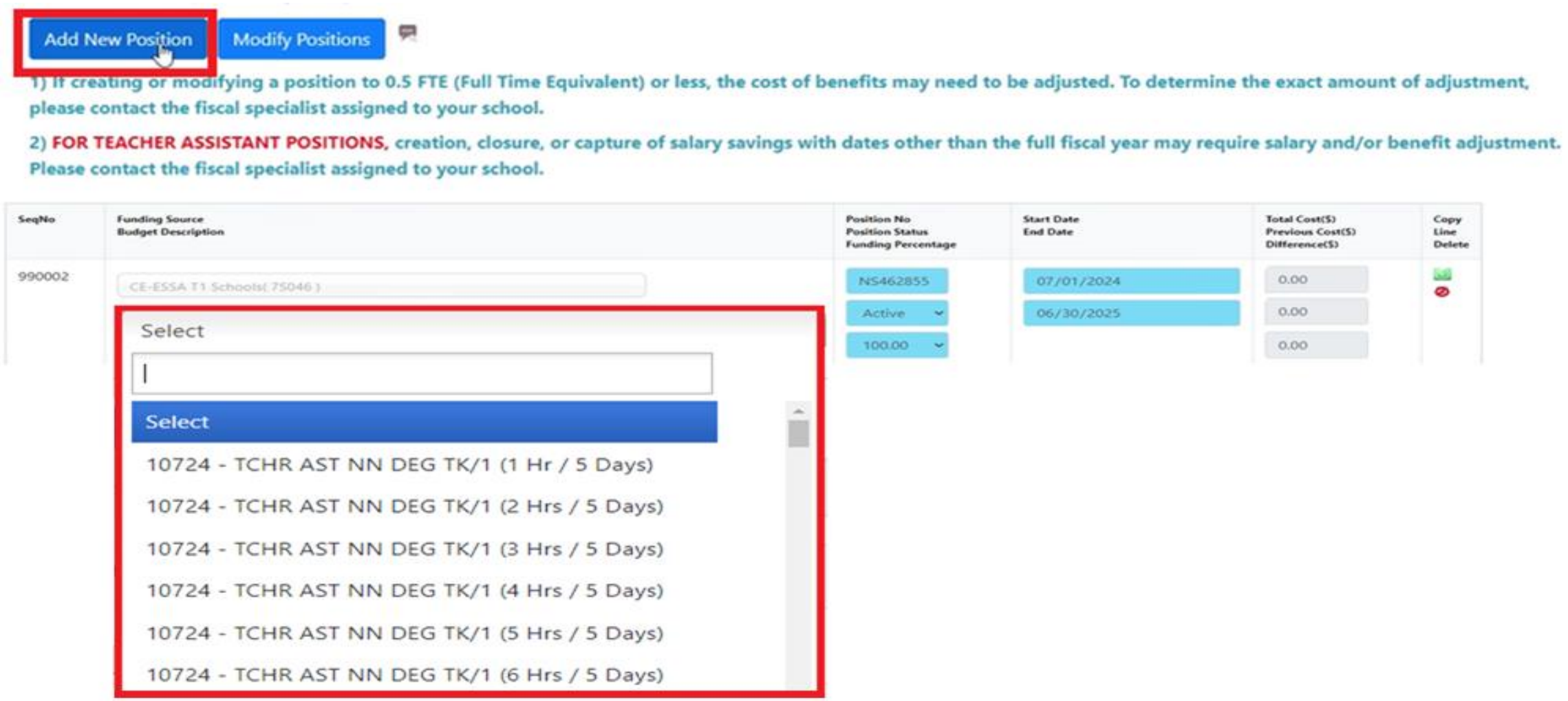
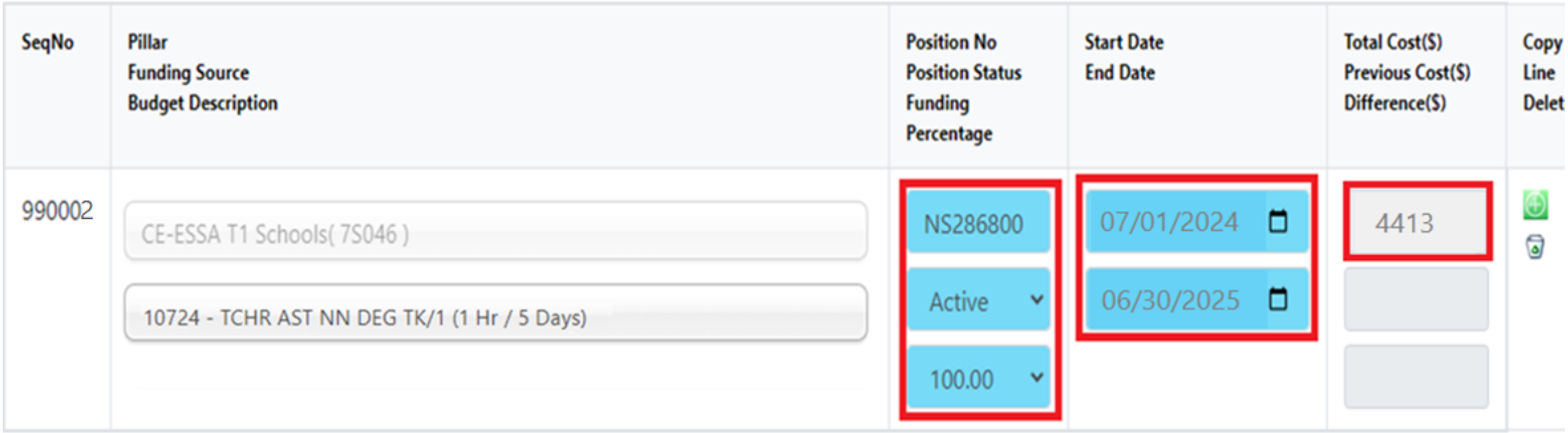
Add New Position



- To add a new position, click the “Add New Position” button and select the position. You can also start typing the number and it will narrow the selections.



- The blue boxes can be modified.
- The Start Date and End Date will default to the current school year. Enter the Start Date and End Date if different from the default dates.
- If you know the Position Number, type it over the existing NS Position Number.
- When the user clicks the Save Modification as Draft button, the Total Cost will update.

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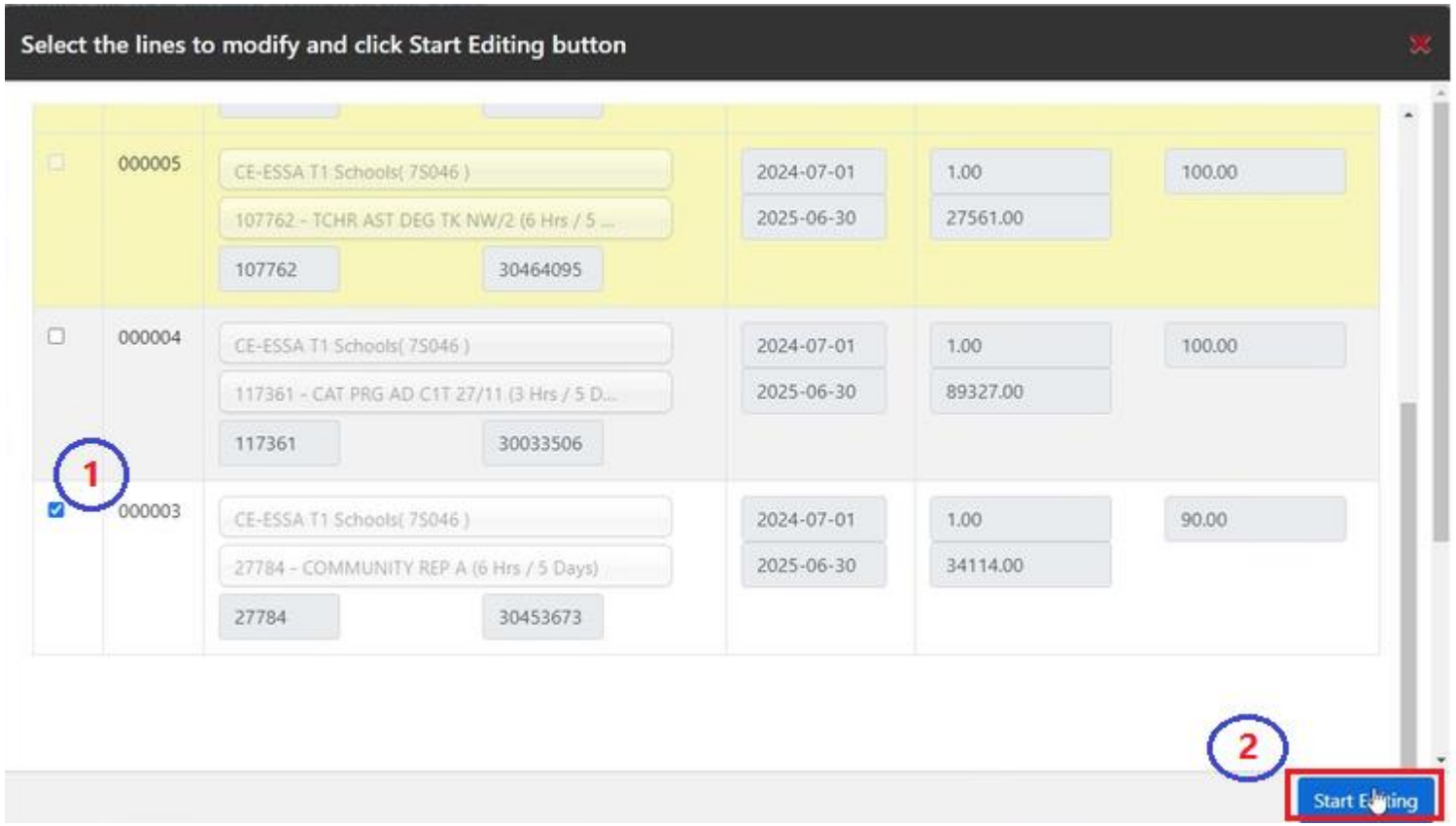
Modify Position

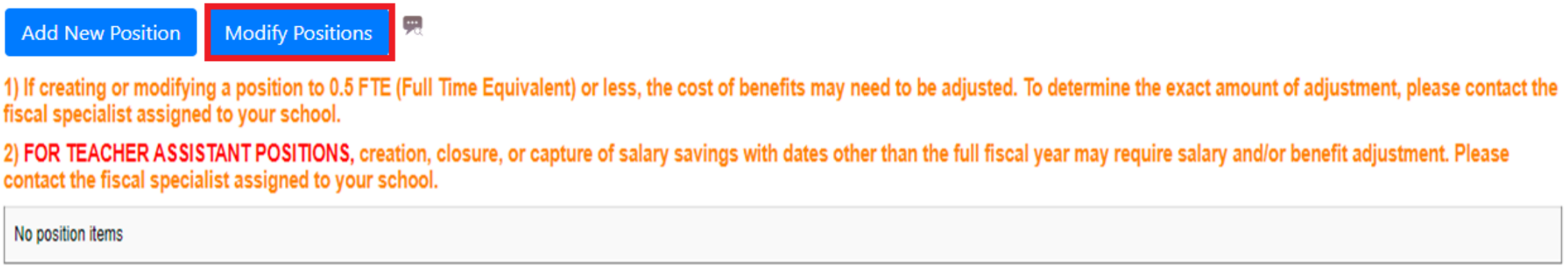
- Click the Modify Positions button.



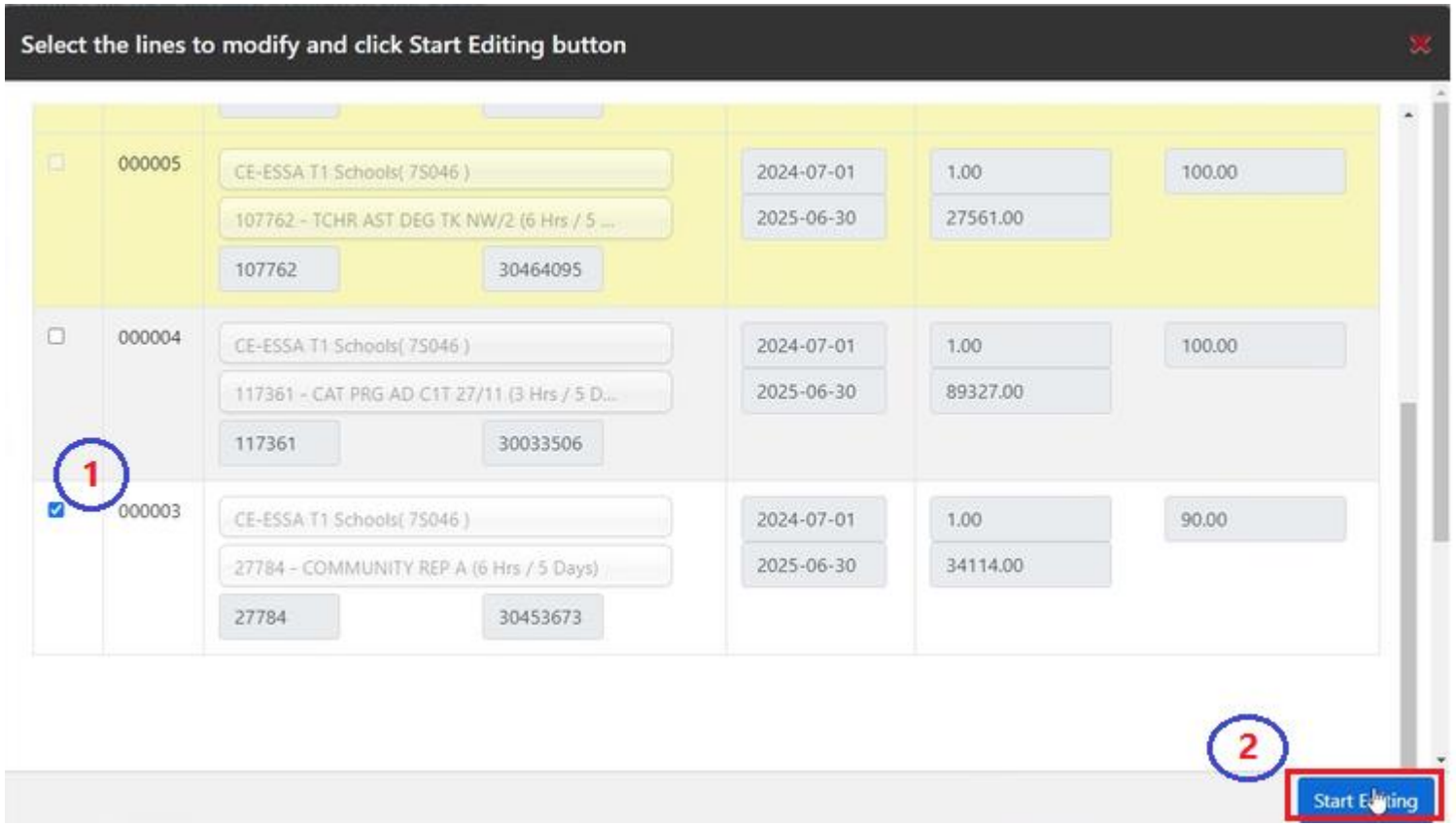
1. Select checkboxes with the desired budget item(s) to modify.
2. Click the Start Editing button located at the bottom of the page.

- Position Status selections are Active, Closed, and Suspend.

Suspend Position (Salary Savings)



- Click on the “Modify Positions” button as shown.



- ABC School wants to suspend the current existing position no #30453673, COMMUNITY REP 6 hrs./5 days position July 1, 2024 to June 30, 2025 to capture salary savings. The school selects the position and clicks the “Start Editing” button as shown.
- **Note: Yellow highlighted lines are not selectable because they are currently being modified.**

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- Note that the current position shows the position no #30453673.
- The Start Date is 07/01/2024 and the End Date is 06/30/2025.
- The school wants to suspend the position from 01/01/2024 to 06/30/2024.

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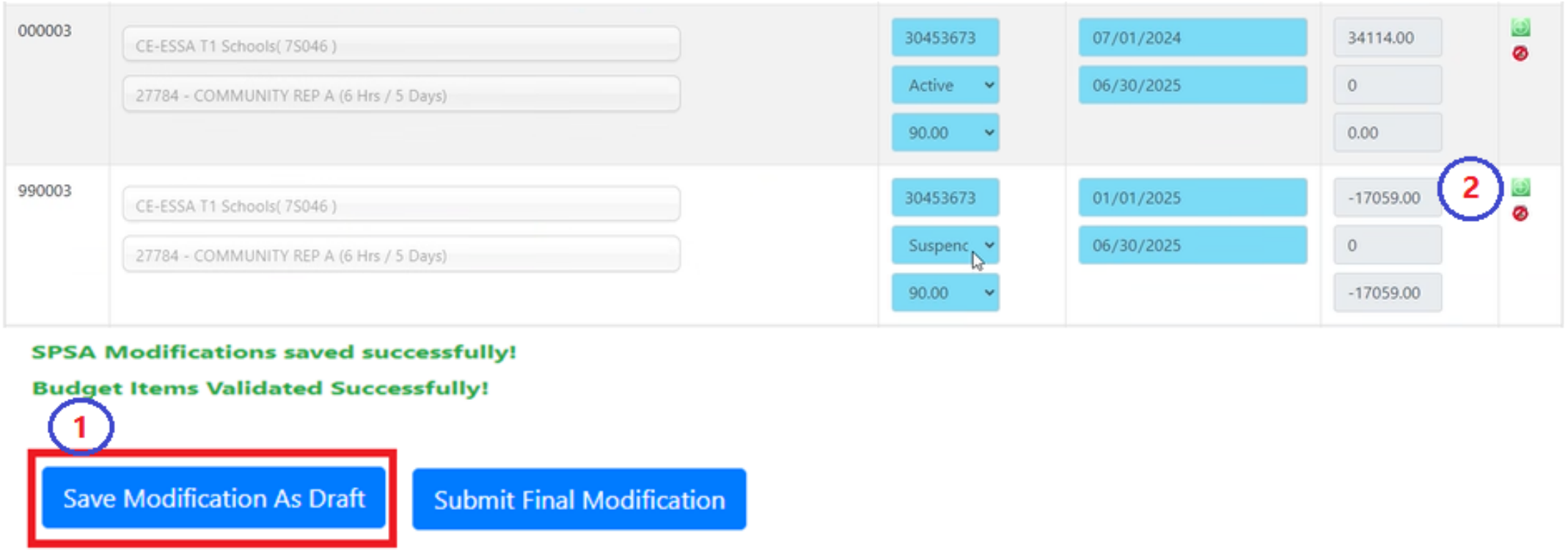
- The school should first click on the green “Clone” icon to create an exact duplicate of the existing position.

- Next, in the yellow textbox, change the Position Status to “Suspend” in the Position Status dropdown selection column (blue textbox).
- Then change the “Start Date” to 01/01/2025.
- Leave the “End Date” as 06/30/2025.



To see the salary savings:

1. Click the "Save Modification As Draft" button.
2. The salary savings will appear as a negative amount.
3. After the school saves the modification as a draft, the textbox turns to white, as shown.

- **NOTE: If there are errors, salary savings will not display until the errors are corrected.**

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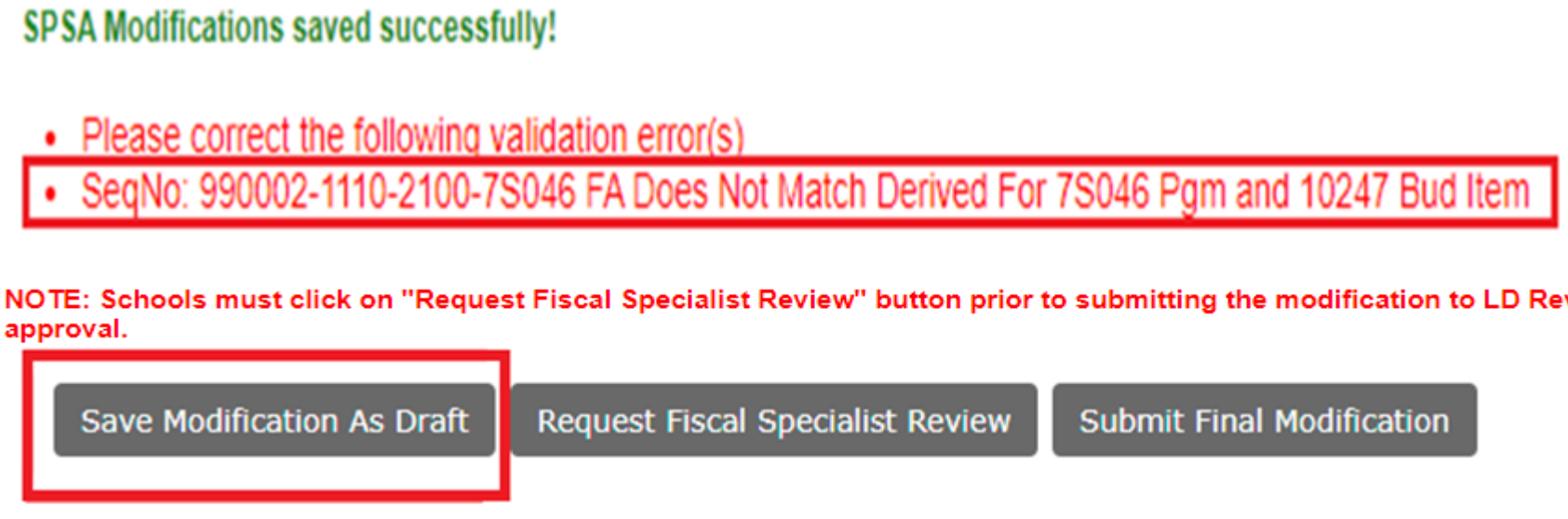
- The completed entries are shown above. The salary savings from the suspended position is $17,059.00.



- SFE Errors display at the bottom of the screen as shown.
- The “SeqNo” identifies the budget item containing the error. In this example, SeqNo 990002 has an error. Even though there is an error, the modification has still been saved.
- This error was triggered because the school selected the wrong SACS Function number. The school needs to contact its principal, SAA, or Fiscal Specialist to obtain the correct SACS Function number and then correct the error before the school can submit the final modification to the Regional Approvers.
- **NOTE: If there are errors, salary savings will not be displayed. The school might need to contact its Fiscal Specialist for assistance with correcting an SFE error.**

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14692-COORD X (NON-TUTOR)	0.00	5,411	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5,411
14693-TCHR X (NON-TUTOR)	0.00	14,610	0.00	0	0.00	0	0.00	0	0.00	0	0.00	14,610
30165-HEALTH WELFARE CERT	0.00	-7,100	0.00	0	0.00	0	0.00	0	0.00	0	0.00	-7,100
30166-RETIREE BNFTS CERT	0.00	-2,250	0.00	0	0.00	0	0.00	0	0.00	0	0.00	-2,250
30210-TA HEALTH&MEDBENEFIT	0.00	22,708	0.00	0	0.00	0	0.00	0	0.00	0	0.00	22,708
40124-NON-CAP EQUIP CLSRM	0.00	12,480	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12,480
40127-GEN SUPPLIES TECHNO	0.00	3,780	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3,780
40239-POTENTIAL FNDING VAR	0.00	4,437	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4,437
50002-CONTR INSTRL SVC	0.00	0	0.00	0	0.00	3,072	0.00	0	0.00	0	0.00	3,072
40239 - POTENTIAL FNDING VAR	0	0	0	0	0	0	0	0	0	0	0	0
40261 - PENDING DISTRIBUTION	0	17,059	0	0	0	0	0	0	0	0	0	44,234
	6.00	233,728	0.00	0	0.00	3,072	0.00	0	0.00	0	6.00	236,800

- The salary savings from the suspended position appears in Pending Distribution #40261 as $17,059.00.
- The school needs to reallocate the savings to purchase something else and reduce the Pending Distribution.
- By year end schools are encouraged to spend all their Pending Distribution amount (line #40261).

LAUSD UNIFIED

Close Positions

SeqNo	Pillar Funding Source Budget Description	Position No Position Status Funding Percentage	Start Date End Date	Total Cost($) Previous Cost($) Difference($)	Copy Line Delete
000002	CE-ESSA T1 Schools(7S046) 27785 - COMMUNITY REP C (6 Hrs / 5 Days)	30455659 Closed 100.00	07/01/2024 07/01/2024	0.00 56,220 - 56,220	

To close a position for the entire 2024-2025 school year:
(1) Select a Position Status of “Closed” from the “Start Date End Date” column.
(2) Enter "Start Date" 07/01/2024.
(3) Enter "End Date" 07/01/2024.

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14692-COORD X (NON-TUTOR)	0.00	5,411	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5,411
14693-TCHR X (NON-TUTOR)	0.00	14,610	0.00	0	0.00	0	0.00	0	0.00	0	0.00	14,610
30165-HEALTH WELFARE CERT	0.00	-7,100	0.00	0	0.00	0	0.00	0	0.00	0	0.00	-7,100
30166-RETIREE BNFTS CERT	0.00	-2,250	0.00	0	0.00	0	0.00	0	0.00	0	0.00	-2,250
30210-TA HEALTH&MEDBENEFIT	0.00	22,708	0.00	0	0.00	0	0.00	0	0.00	0	0.00	22,708
40124-NON-CAP EQUIP CLSRM	0.00	12,480	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12,480
40127-GEN SUPPLIES TECHNO	0.00	3,780	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3,780
40239-POTENTIAL FNDING VAR	0.00	4,437	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4,437
50002-CONTR INSTRL SVC	0.00	0	0.00	0	0.00	3,072	0.00	0	0.00	0	0.00	3,072
40239 - POTENTIAL FNDING VAR	0	0	0	0	0	0	0	0	0	0	0	0
40261 - PENDING DISTRIBUTION	0	56,220	0	0	0	0	0	0	0	0	0	74,156
	6.00	**233,728**	**0.00**	**0**	**0.00**	**3,072**	**0.00**	**0**	**0.00**	**0**	**6.00**	**236,800**

- When the school saves the modification as a Draft, the salary savings from the closed position appears in the Modification Budget Summary page's Pending Distribution #40261. In this example, the savings amount is $56,220.
- The school needs to reallocate the savings and reduce the Pending Distribution.

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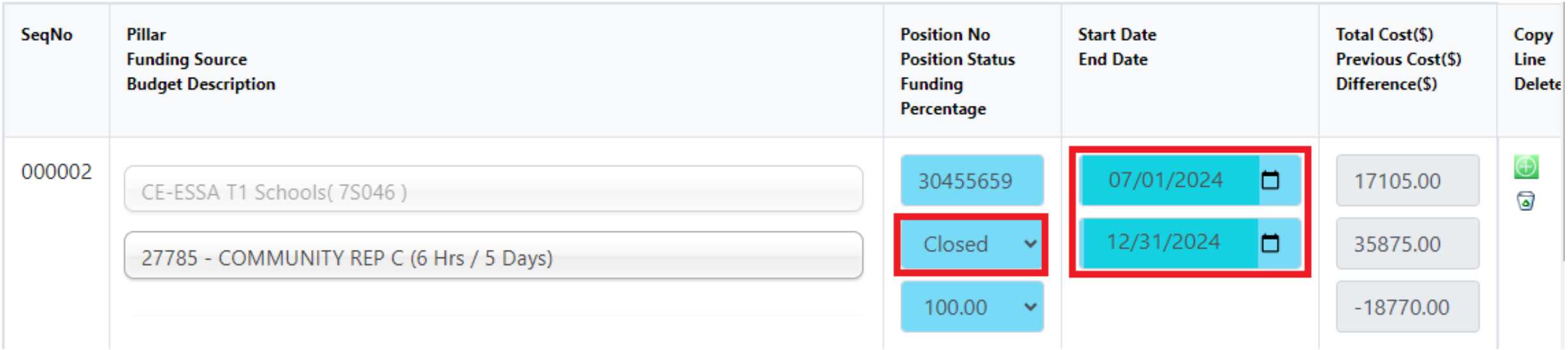

To close a position for a partial year:
1. Enter the Position Status as “Closed” using the dropdown arrow in the “Position Status” column.
2. Enter the Start Date and End Date for the closed position in the blue boxes. Verify the closed dates with your Fiscal Specialist. For Teacher Assistant positions ask your Fiscal Specialist to supply the TA adjustment.

- **NOTE: A school can add a new position for the remainder of the year using the same Position Number if desired.**

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Modify Position

- If the school accidentally selected the wrong budget item for modification, it can be deleted from the modification by clicking on the trash can located in the far, right column. It can be reselected from the Modify Position button.
- **NOTE: Schools can change the Position item's Position Number, Position Status, Start Date, End Date and Funding%.**

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Modify
Position
Start or End Date

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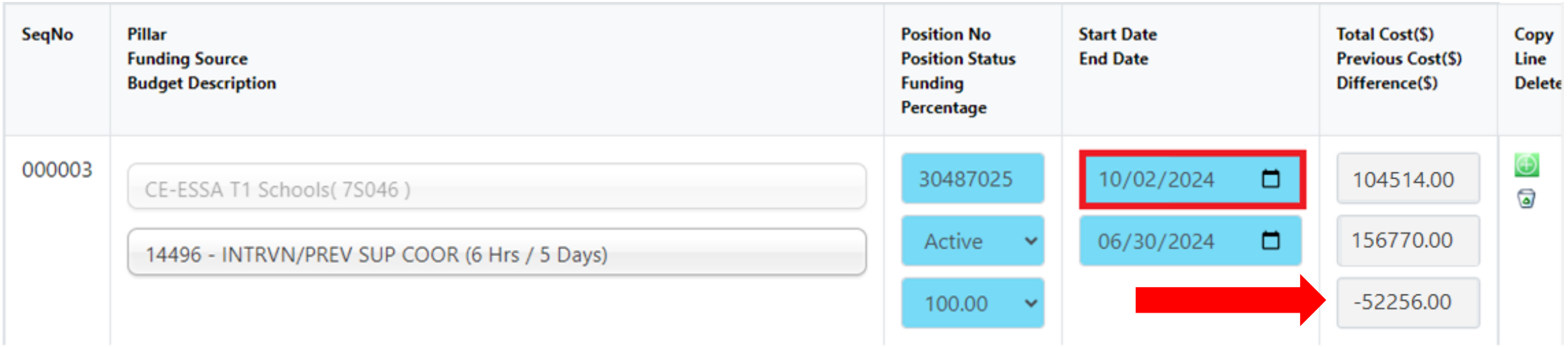

- Schools can change the position start date and/or the position end date by using the calendar icon or typing in a new date in the "Start Date End Date" column. In this example, ABC School's intervention/Prevention Coordinator has a late start date 10/2/2024 and is funded in program 7S046. There is a salary savings in the amount of $52,256.00
- **NOTE: The Total Cost in the example above is updated because the school has saved the modification as a draft, and as a result the position is synced with SFE. As soon as the school clicks the "Save Modification as Draft" button, the Total Cost updates unless there is an error.**

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- Whenever a position is funded with less than 100% categorical program funding, an informational message appears in blue text after the school clicks the "Save Modification as Draft" button or the "Submit Final Modification" button. The message notifies the school that the position might be funded less than 100%. For example, if ABC School wants to buy a Teacher Assistant position using 50% Title I (7S046) and 50% general fund, a blue informational message will appear when it clicks the "Save Modification as Draft" or the "Submit Final Modification" button. The message is a reminder that the position might be less than 100% funded and that the school should check.

- If, on the other hand, ABC School wants to fund a MS College and Career Coach position using 50% Title I (7S046) and 50% 7T124, then a blue informational message will not appear when the school clicks the "Save Modification as Draft" button or the "Submit Final Modification" button because both categorical programs add up to 100% funding and already appear in the school's SPSA.
- **NOTE: The blue text is informational only and does not prevent the school from submitting its modification for Final Approval.**

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Modify
Position
Hours and Days

Before reducing hours and days

SeqNo	Pillar Funding Source Budget Description	Position No Position Status Funding Percentage	Start Date End Date	Total Cost($) Previous Cost($) Difference($)	Copy Line Delete
000002	CE-ESSA T1 Schools(7S046) 27785 - COMMUNITY REP C (6 Hrs / 5 Days)	30455659 Active 100.00	07/01/2024 06/30/2025	56220.00 56220.00 0.00	

After reducing hours and days

SeqNo	Pillar Funding Source Budget Description	Position No Position Status Funding Percentage	Start Date End Date	Total Cost($) Previous Cost($) Difference($)	Copy Line Delete
000002	CE-ESSA T1 Schools(7S046) 27785 - COMMUNITY REP C (4 Hrs / 5 Days)	30455659 Active 100.00	07/01/2024 06/30/2025	43614.00 56220.00 -12606.00	

After saving as a Draft see the Total Cost($)

- To modify a position hours and days, reselect the same budget item with correct hours and days from the Budget item drop down as shown. When saved as a Draft, the Total Cost will update.

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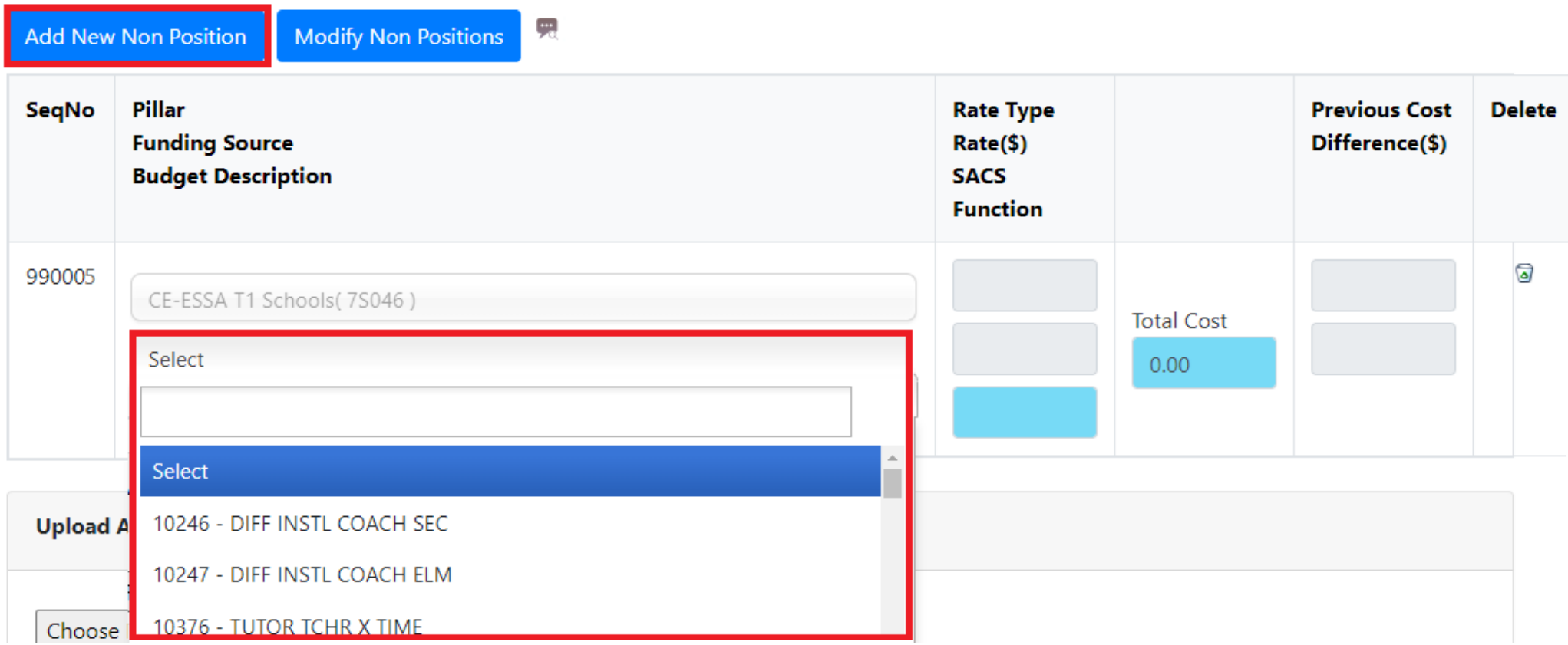
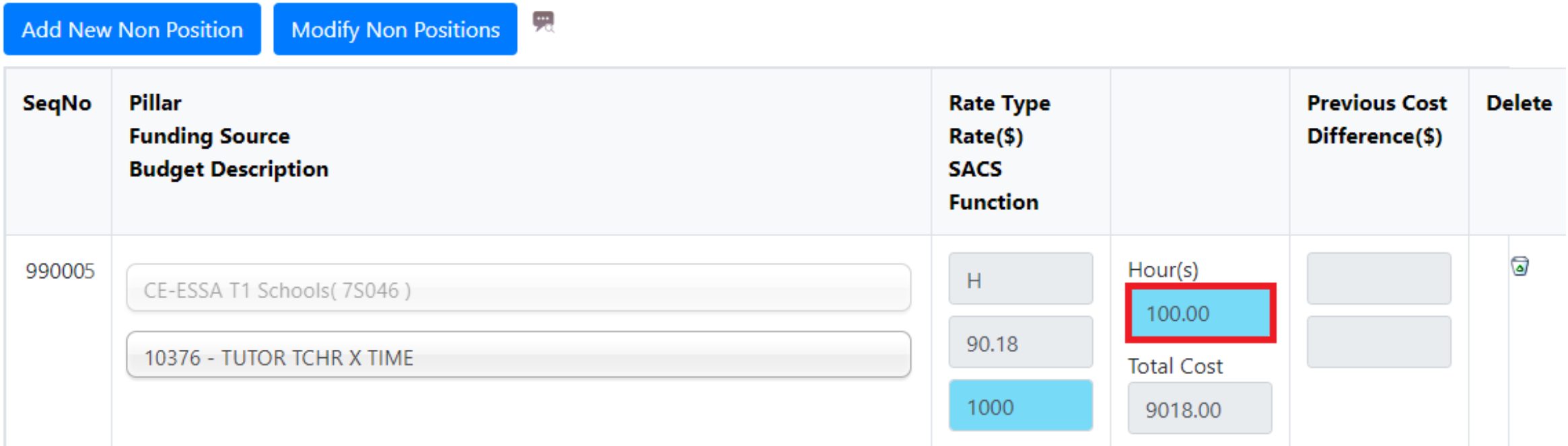
Add New Non-Position

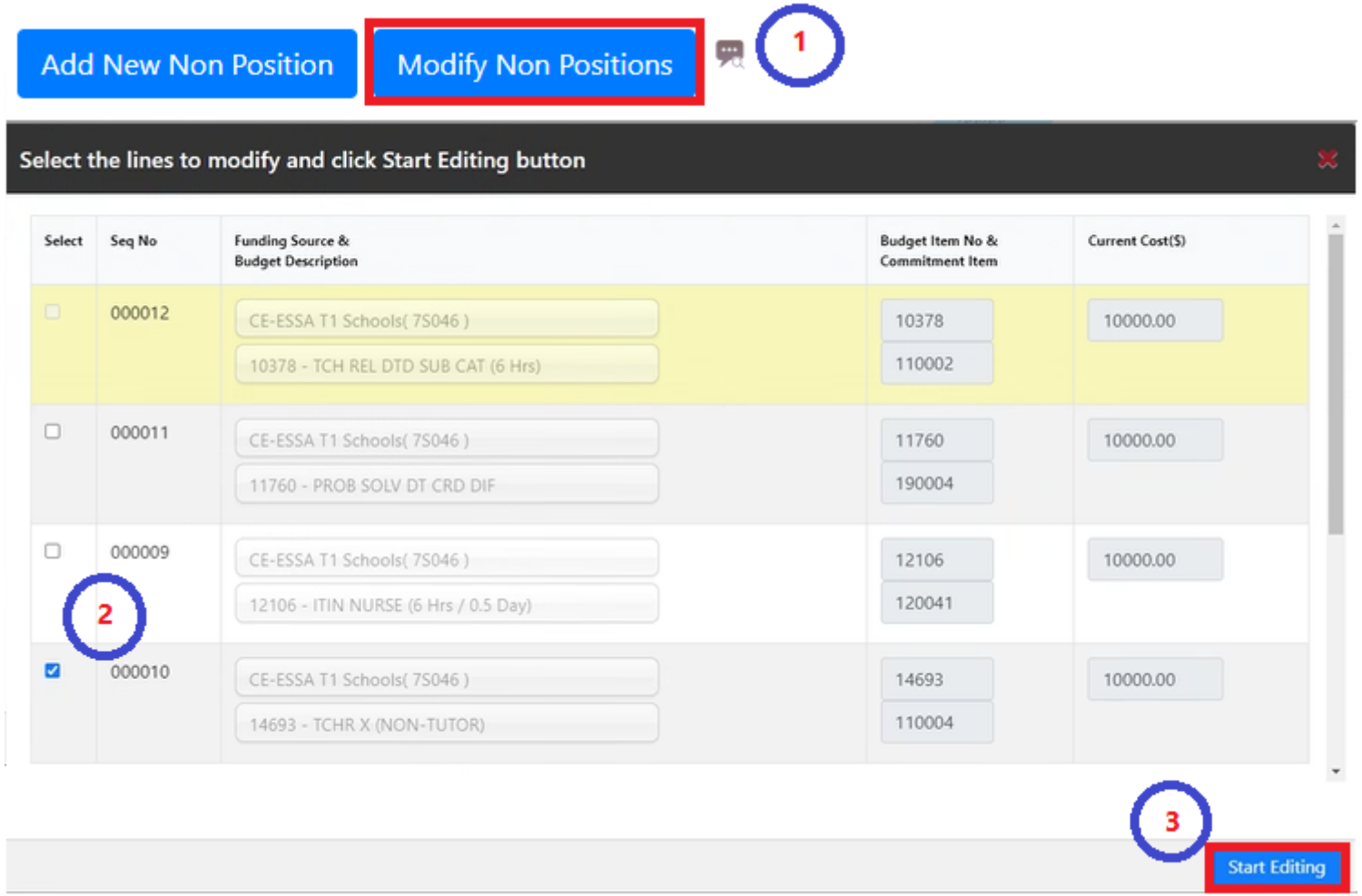


- Select the Add New Non-Position button.
- Select the budget item and save the modification as a Draft.



- Enter the hours/days/months/trips/year/semesters and the Total Cost will update.
- Save the modification as a Draft.

Modify Non-Position



1. Click the “Modify Non-Positions” button.
2. Select the checkbox for each budget item to be modified.
3. Click the Start Editing button.

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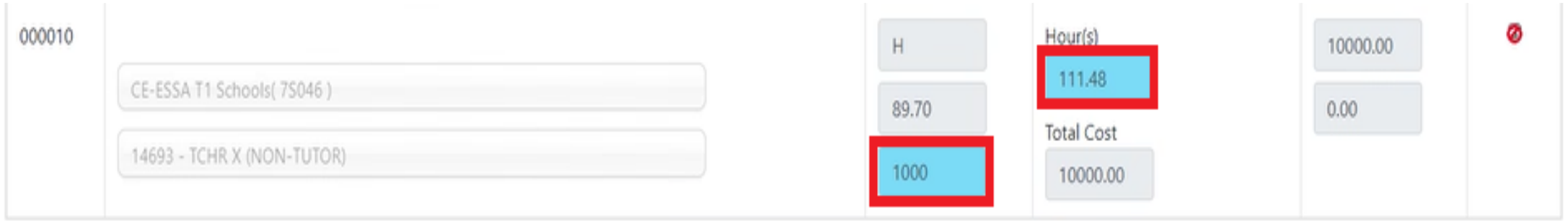

- The data in the blue textboxes can be changed.
- Note: SeqNo starting with a zero (0) means it was entered in the SFE and it cannot be deleted, however, you can change the value in the blue Hour(s) and Semester textboxes to zero.

SeqNo	Pillar Funding Source Budget Description	Rate Type Rate($) SACS Function		Previous Cost Difference($)	Delete
000003	CE-ESSA T1 Schools(7S046) 10376 - TUTOR TCHR X TIME	H 90.18 1000	Hour(s) 100 Total Cost 9018		

- If the school accidentally selected the wrong budget item for modification, it can be deleted from the modification by clicking on the trash can located in the far, right column. It can be reselected from the Modify Non-Position button.
- **Note: Schools can change the Non-Position item's SACS Function, Days, Hours, Semesters, Trips, Years, and total cost (for lump sum items).**

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COFE Changes & Canceling a Modification

PORTER MS (1835401)

SPSA Modification Details

View All Modification History

SPSA Modification Resources

NOTE: Due to changes in COFE costs, one or more budget items cost may have changed

Modification Id & Program Modified	Created By & Created Date	Purpose of the Modification	Status	PACE Review	EL Review	Title I Review	LD COSA/Director Approval	Fiscal Specialist Approval

- If cost changes occurred in Central Office Front End (COFE), a message will display in the upper left corner of the page, as shown above in red.
- If the current modification status is “Pending Review,” the Regional approvers’ e-signatures will be deleted, and the modification will revert to “Draft" status.
- The school should check whether there are impacts to the cost of budget items.

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Before Modification is cancelled

SPSA Modification

Create New Modification

SPSA Modification Resources

Mod ID Program	Created By Created Date	Purpose	Technical Correction of Mod ID	Status	FACE Review	EL Review	Title I Review	LD Director Approval	Fiscal Specialist Approval	Cancel Delete Print
4598 7E046	BERVER, ISMAEL 09/16/2024	Revision of SPSA content and budget		Pending Review	GUERRERO, MEGAN on 09/16/2024					

After Modification is cancelled

Mod ID Program	Created By Created Date	Purpose	Technical Correction of Mod ID	Status	FACE Review	EL Review	Title I Review	LD Director Approval	Fiscal Specialist Approval	Cancel Delete Print
4570 7S046	BERVER, ISMAEL 06/28/2024	New allocation, salary savings, or release of Potential Funding Variance (PFV)		Draft						

- A school can cancel a modification with a Status of “Pending Review”. The Status changes to “Draft” and all Regional Reviewers’ e-signatures are erased.
- A modification with a Status of “Draft” can be revised and resubmitted and the Status will change to “Pending Review.”
- Once all Regional Reviewers have approved a modification and the modification has been submitted to the Fiscal Specialist, the Status changes to “Submitted” and the school cannot cancel the modification. However, the school can request the Fiscal Specialist to reject it and the Status will change to Draft.
- When the Fiscal Specialist posts the modification in SFE, the Status is “Approved”.

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Modification Submission

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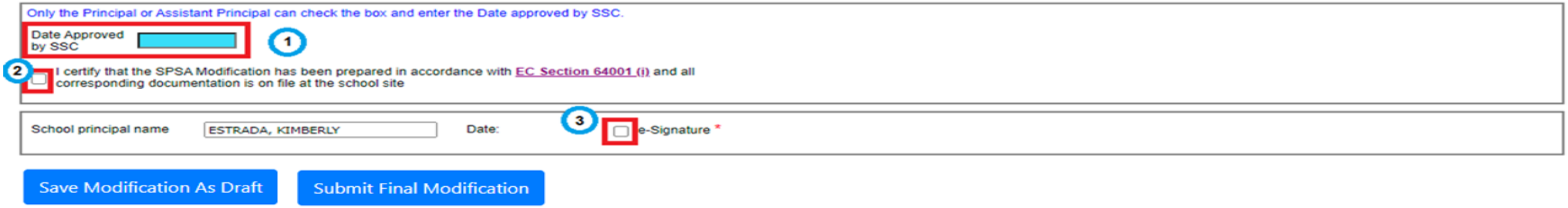

1. **Only the Principal or Assistant Principal** can enter the date in the box labeled "Date Approved by SSC:"
2. **Only the Principal or Assistant Principal** can click the checkbox beside the ED code 64001 (i).
3. **Only the Principal or Assistant Principal** can click the checkbox beside the "e-Signature." Designees will not be able to click the checkbox.

- It is recommended to request your Fiscal Specialist to review before submitting the modification to the Regional Reviewers, in case change(s) need to be made, however it is not required.
- After the modification has been completed, **only the Principal or Assistant Principal** can click the "Submit Final Modification" button to submit it to Regional approvers.
- The Regional approvers will receive an email notification that the modification is ready for review.
- Otherwise, click the "Save Modification As Draft" to continue working on it at a later time.

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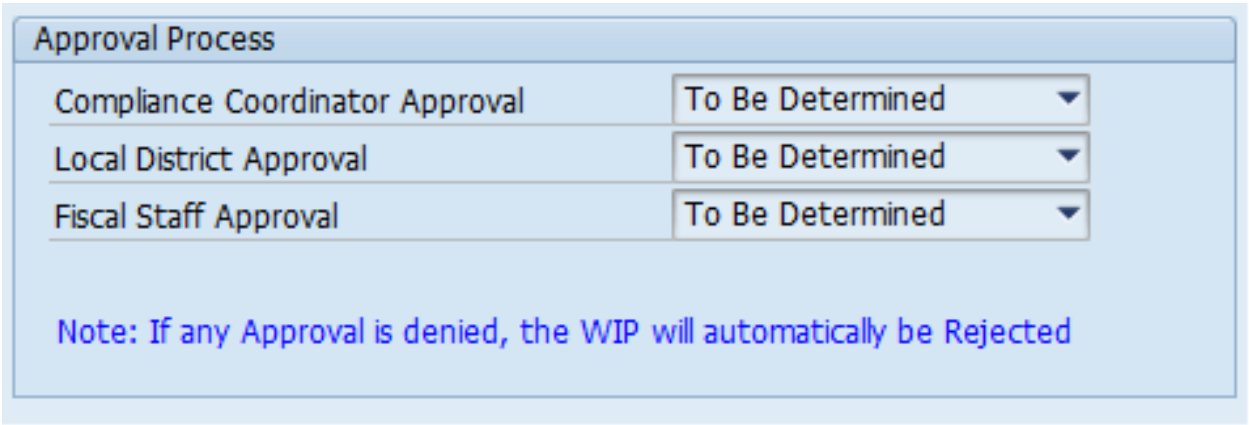
- **Modification requests with no budget changes**:
  - The Regional Director and the Regional Reviewers are the approvers.
  - Email notification is sent to the Principal and Designee(s) whenever a modification has been approved or a revision has been requested.



- **Modification requests with budget change(s):**
  - The system automatically displays all Regional Reviewer(s).
  - After the last Regional Reviewer approves, an email notification is sent to the Fiscal Specialist and the Principal.
  - The Fiscal Specialist still goes into the SFE and approves the Compliance Coordinator, Regional Approval to post.

- **Modification requests with budget change(s):**
  - Once a modification is posted in SFE by the Fiscal Specialist the Status on the SPSA side changes from “Submitted” to “Approved”.
  - The approval date displays underneath the name of each approver at the top of the SPSA Modification Dashboard page.
  - An email notification is sent from SFE to the Principal only. A Document Number will display for the approved program (see above) and SFE will email the School Budget Signature form to the principal.

- A Fiscal Specialist can reject a program's budget (as shown above).
- In this example, the school should contact its Fiscal Specialist and make the required changes to the rejected budget for program 7S046, and then resubmit the modification for approval.
- The school cannot create another modification for the same Program Fund (In this example it is 7S046) until the current modification's rejected program modification has been corrected and approved by Regional Reviewers and posted by the Fiscal Specialist.

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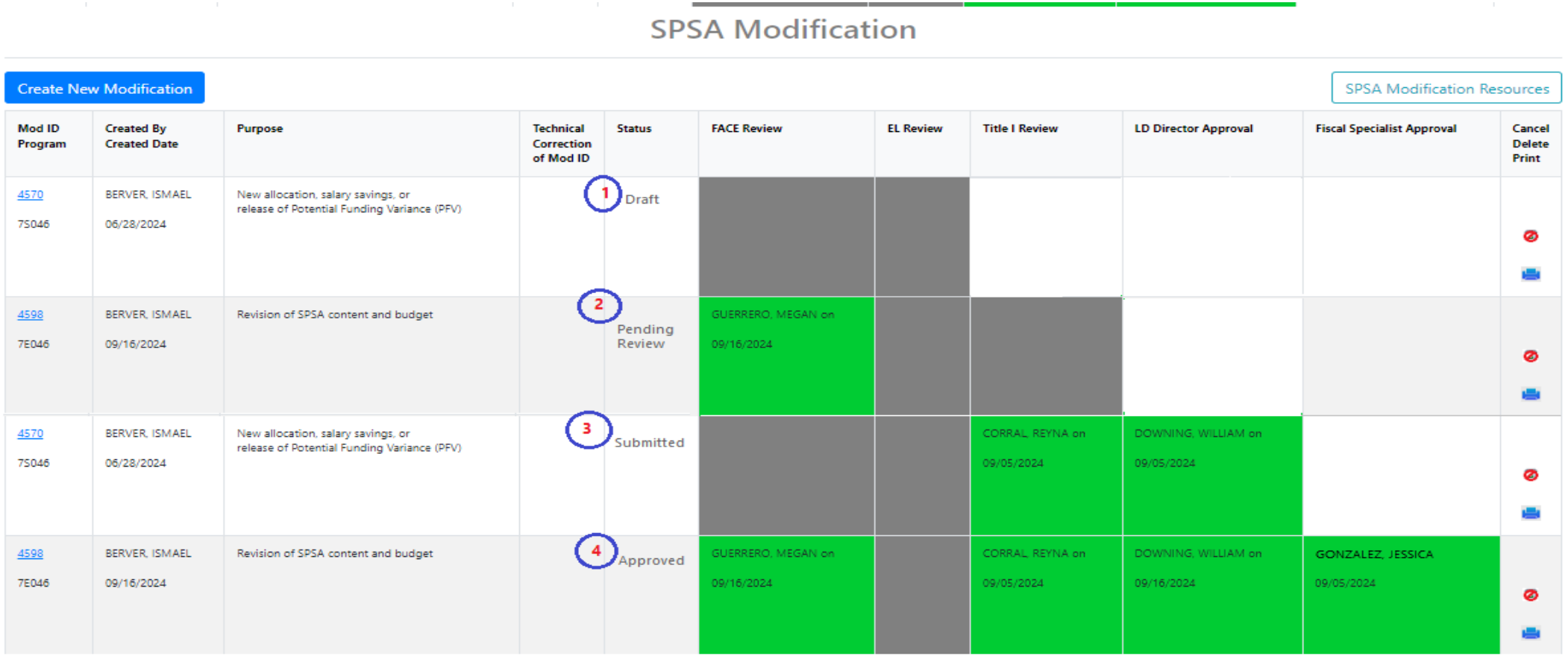

Each stage of the Approval process is shown. If there are no budget changes the Status will not display "Submitted", however it will display "Draft", "Pending Review" or "Approved" whichever is applicable.

1. When a modification is still in progress and has not been submitted for Regional approvals the Status will display as "Draft".
2. When a modification has been sent to the Regional approvers the Status will display as "Pending Review".
3. When a modification has been submitted to the Fiscal Specialist the Status will display as "Submitted".
4. When a modification has been approved the Status will display as "Approved" along with the date the final Regional approver approved it.

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SPSA Modification

Create New Modification

SPSA Modification Resources

Mod ID Program	Created By Created Date	Purpose	Technical Correction of Mod ID	Status	FACE Review	EL Review	Title I Review	LD Director Approval	Fiscal Specialist Approval	Cancel Delete Print
4598 7E046	BERVER, ISMAEL 09/16/2024	Revision of SPSA content and budget		Approved	GUERRERO, MEGAN on 09/16/2024			DOWNING, WILLIAM on 09/16/2024	GONZALEZ, JESSICA	

- The school's Plan Modification Dashboard will display each Regional Reviewer's name and date of approval
- The Program Fund determines the Regional Reviewers. In this example, a FACE Program Fund budget item was changed, so the only Regional Reviewer approvals required are the FACE and the Regional Director.
- When all required Regional Reviewers have approved a SPSA Modification, the column entitled "Status" displays "Approved" along with the date of approval.
- **Note: The Fiscal Specialist's posting date will not be displayed.**

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Appendix

SPSA Modification Approval Process Flow Chart

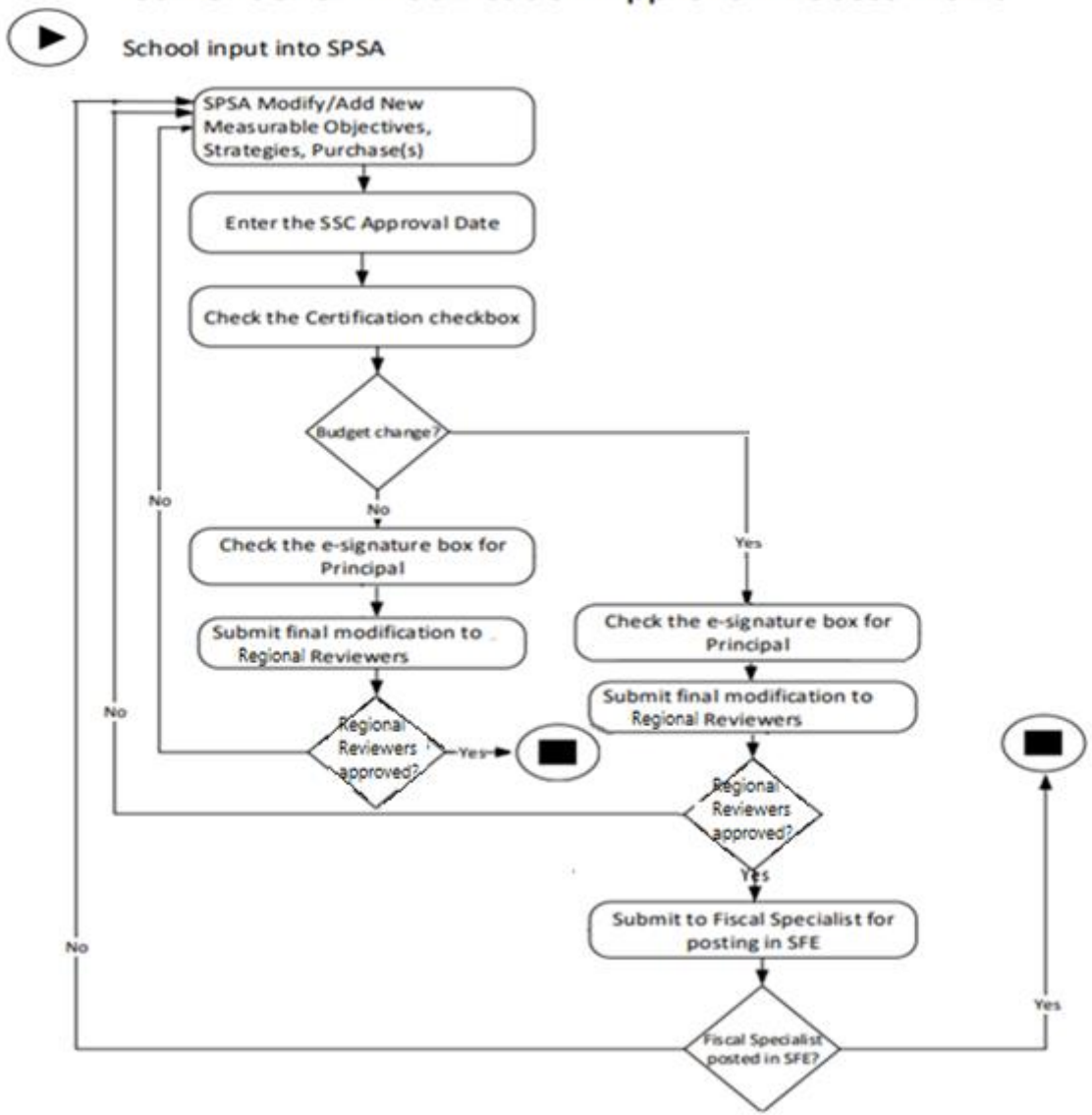
SPSA Modification Resources

Document Upload

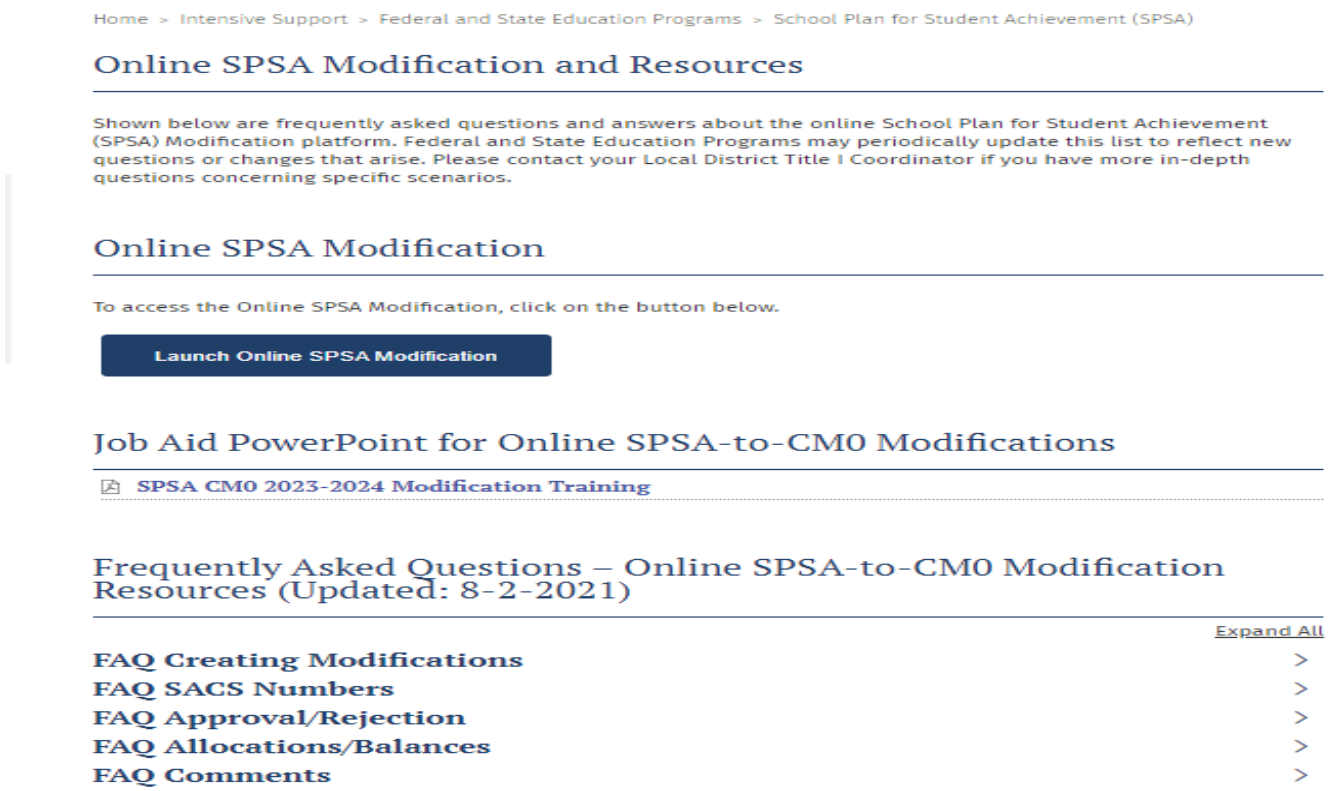
Modification History

Printing and Saving a Modification PDF

Current SPSA Modification Approval Process Flows



SPSA Modification Resources



Home > Intensive Support > Federal and State Education Programs > School Plan for Student Achievement (SPSA)

Online SPSA Modification and Resources

Shown below are frequently asked questions and answers about the online School Plan for Student Achievement (SPSA) Modification platform. Federal and State Education Programs may periodically update this list to reflect new questions or changes that arise. Please contact your Local District Title I Coordinator if you have more in-depth questions concerning specific scenarios.

Online SPSA Modification

To access the Online SPSA Modification, click on the button below.

Launch Online SPSA Modification

Job Aid PowerPoint for Online SPSA-to-CM0 Modifications

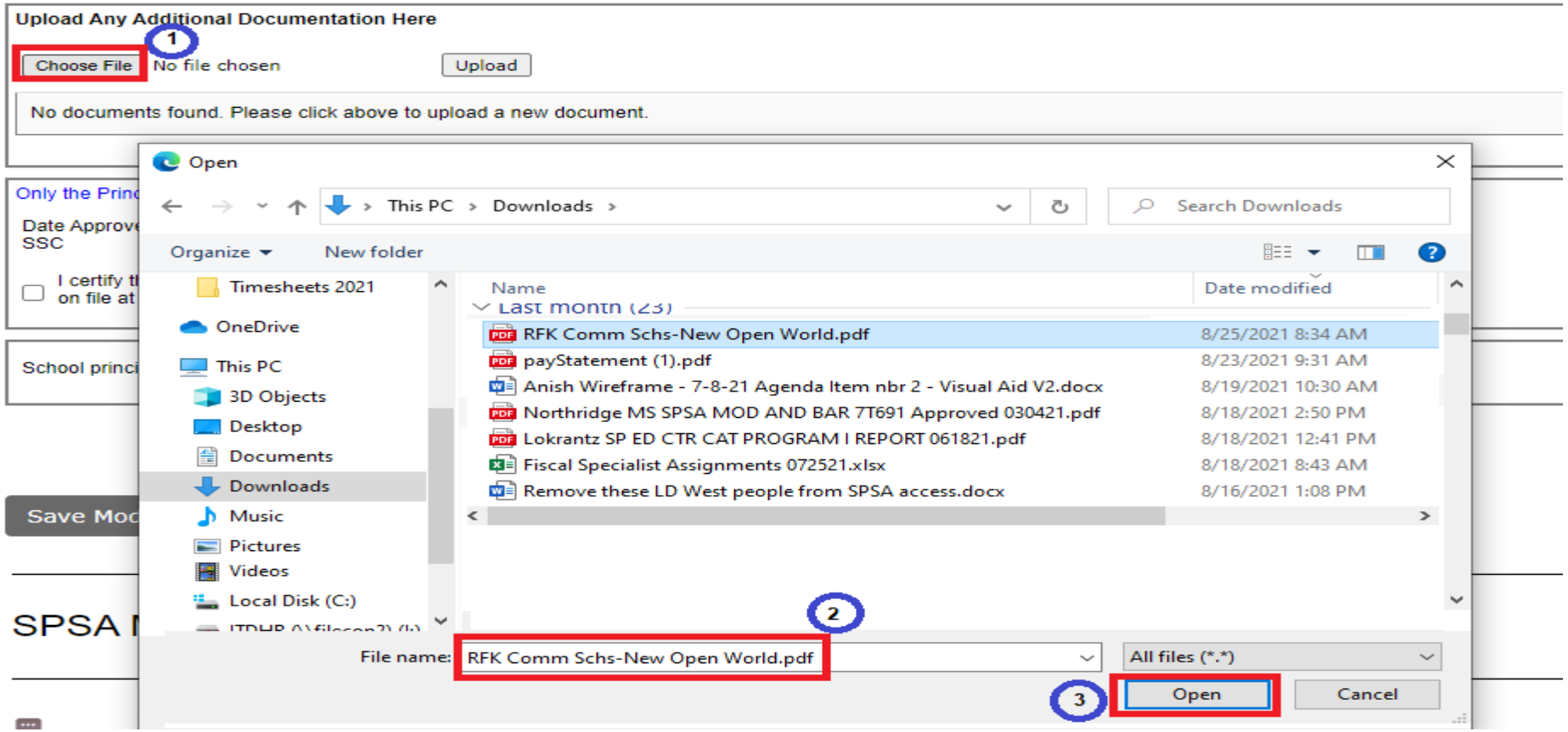
SPSA CM0 2023-2024 Modification Training

Frequently Asked Questions – Online SPSA-to-CM0 Modification Resources (Updated: 8-2-2021)

Expand All

FAQ Creating Modifications >
FAQ SACS Numbers >
FAQ Approval/Rejection >
FAQ Allocations/Balances >
FAQ Comments >

- The SPSA Modification Resources link includes Job Aids and FAQs. The link is located at the top right section of the Modification Details page, which appears when a school creates a new modification or opens an existing modification.



The SPSA Modification Details page includes a document upload feature located just above the Date Approved by SSC and Certification section.

1. Click the “Choose File” button, as shown.
2. Select the file to upload. Acceptable file types are pdf, doc, docx, xls, xlsx, and txt.
3. Click the “Open” button.

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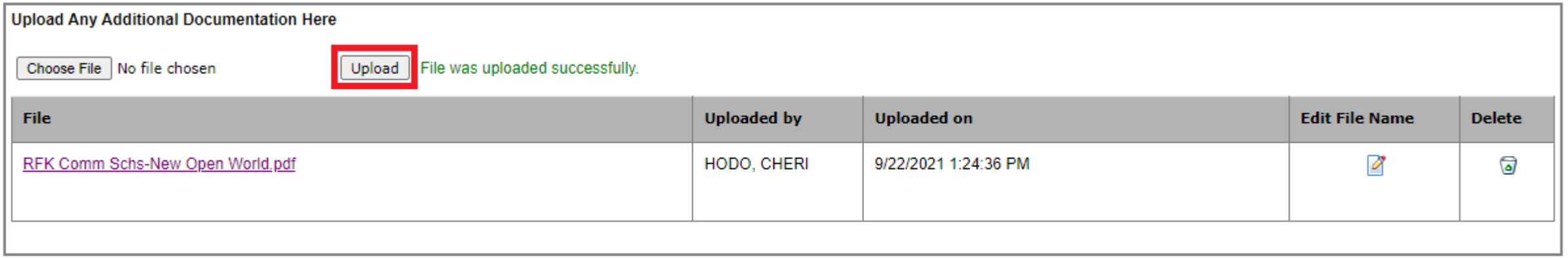

- Click the “Upload” button to see the file listed in the File column, as shown. If the wrong file was uploaded, click the trash can located on the far-right column to delete it.

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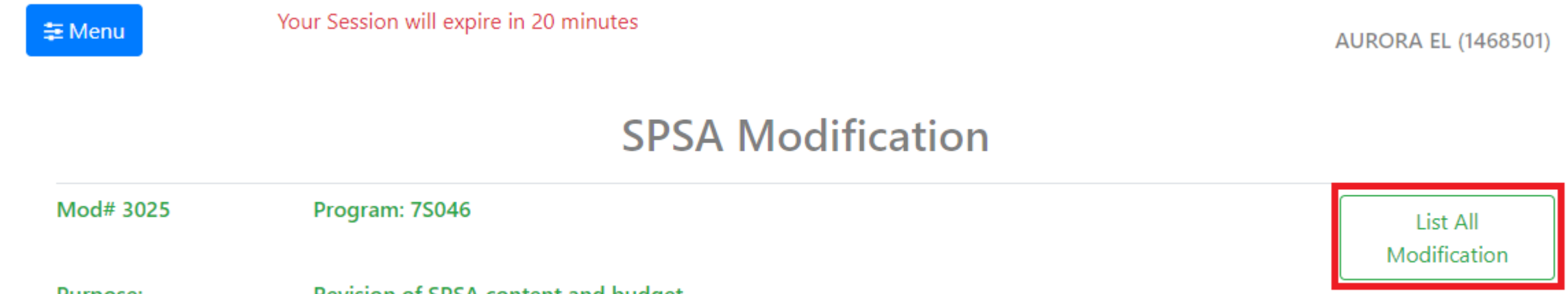

- To view the modification history, click the “List All Modifications” button as shown.

SPSA Modification

Create New Modification

SPSA Modification Resources

Mod ID Program	Created By Created Date	Purpose	Technical Correction of Mod ID	Status	FACE Review	EL Review	Title I Review	LD Director Approval	Fiscal Specialist Approval	Cancel Delete Print
4570 7S046	BERVER, ISMAEL 06/28/2024	New allocation, salary savings, or release of Potential Funding Variance (PFV)		Draft						
4598 7E046	BERVER, ISMAEL 09/16/2024	Revision of SPSA content and budget		Pending Review	GUERRERO, MEGAN on 09/16/2024					
4570 7S046	BERVER, ISMAEL 06/28/2024	New allocation, salary savings, or release of Potential Funding Variance (PFV)		Submitted			CORRAL, REYNA on 09/05/2024	DOWNING, WILLIAM on 09/05/2024		
4598 7E046	BERVER, ISMAEL 09/16/2024	Revision of SPSA content and budget		Approved	GUERRERO, MEGAN on 09/16/2024		CORRAL, REYNA on 09/05/2024	DOWNING, WILLIAM on 09/16/2024	GONZALEZ, JESSICA 09/05/2024	

- All modifications created in the current year are displayed.

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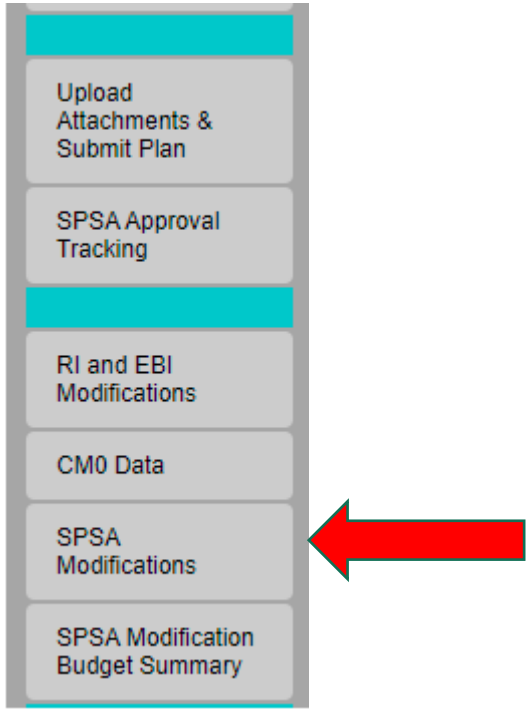

- To print or save a modification, click the “SPSA Modifications” button on the left-side navigation menu as shown.

SPSA Modification

Create New Modification

SPSA Modification Resources

Mod ID Program	Created By Created Date	Purpose	Technical Correction of Mod ID	Status	FACE Review	EL Review	Title I Review	LD Director Approval	Fiscal Specialist Approval	Cancel Delete Print
4570 7S046	BERVER, ISMAEL 06/28/2024	New allocation, salary savings, or release of Potential Funding Variance (PFV)		Submitted			CORRAL, REYNA on 09/05/2024	DOWNING, WILLIAM on 09/05/2024		
4598 7E046	BERVER, ISMAEL 09/16/2024	Revision of SPSA content and budget		Submitted	GUERRERO, MEGAN on 09/16/2024			DOWNING, WILLIAM on 09/16/2024		

- Click the printer button located in the far-right column to print a specific modification as shown.

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LOGAN ST EL (1490401)

Los Angeles Unified School District
School Plan for Student Achievement Modifications

2024-2025

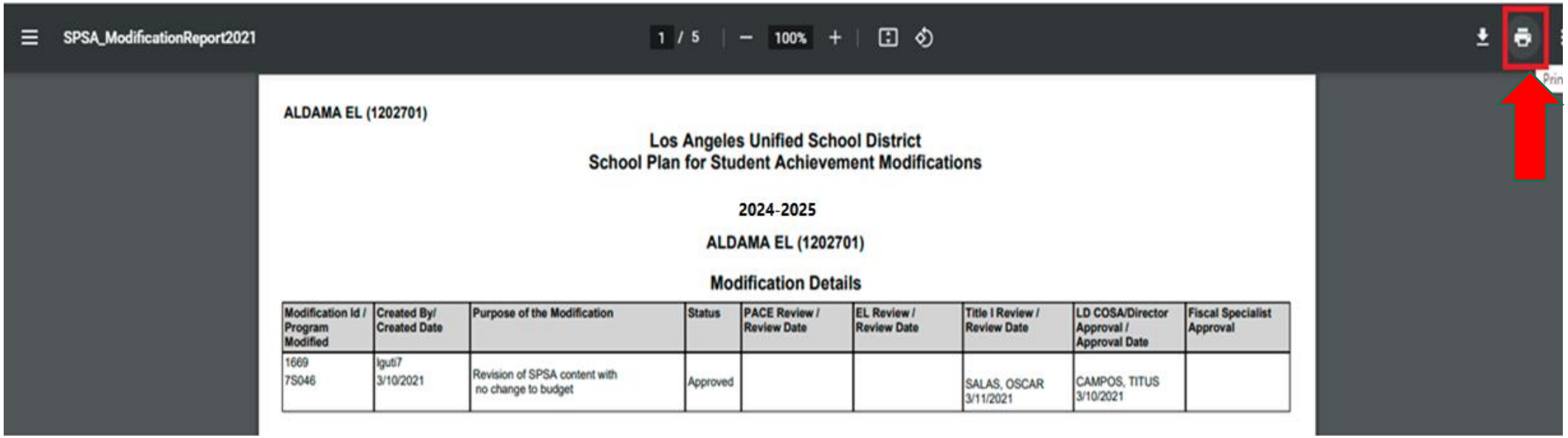
LOGAN ST EL (1490401)

Modification Details

Modification Id / Program Modified	Created By/ Created Date	Purpose of the Modification	Technical Correction of Mod ID	Status	PACE Review / Review Date	EL Review / Review Date	Title I Review / Review Date	LD COSA/Director Approval / Approval Date	Fiscal Specialist Approval
2812 7S046	AVILA, ALYSSA 8/4/2022	Revision of SPSA content and budget		Draft					

What finding(s) from your Needs Assessment led you to adopt this strategy?

- The modification PDF is ready to print or save.



ALDAMA EL (1202701)

Los Angeles Unified School District
School Plan for Student Achievement Modifications

2024-2025

ALDAMA EL (1202701)

Modification Details

Modification Id / Program Modified	Created By/ Created Date	Purpose of the Modification	Status	PACE Review / Review Date	EL Review / Review Date	Title I Review / Review Date	LD COSA/Director Approval / Approval Date	Fiscal Specialist Approval
1669 7S046	lguti7 3/10/2021	Revision of SPSA content with no change to budget	Approved			SALAS, OSCAR 3/11/2021	CAMPOS, TITUS 3/10/2021	

- Click the printer icon to print.

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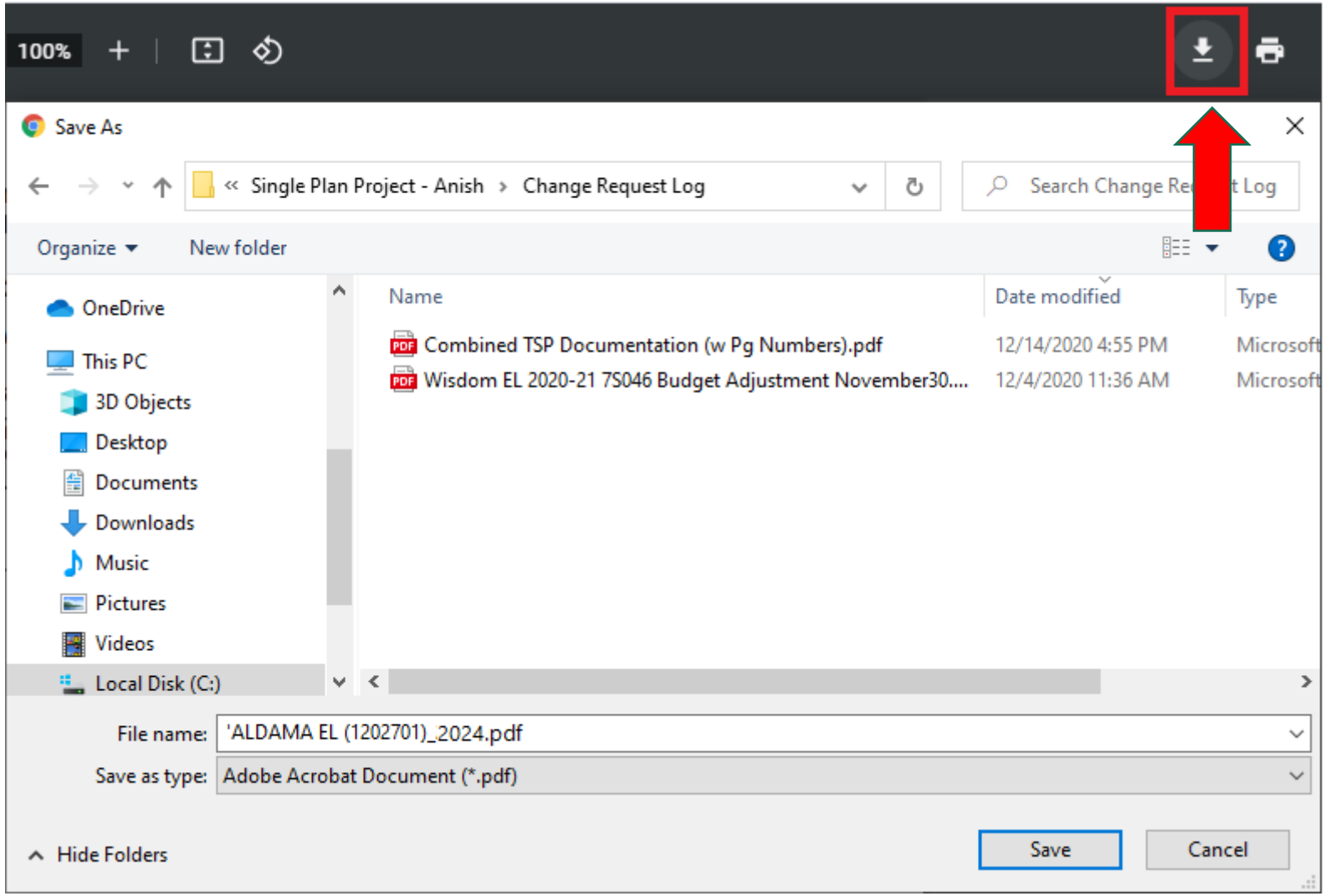

- Click the arrow icon to download and save to a specified network drive, as shown.

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SPSA Modification (CM0) Training Evaluation Link:

https://tinyurl.com/24-25-SPSA-CM0-Evaluation

- Please visit the SPSA Modification (CM0) Training Evaluation Link and rate today's training session.
- We will review and compile evaluations to enhance and tailor future training sessions based on your responses.

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