Concise Guide to Completing the Title I-D, Subpart 1
Annual Child Count Report

PURPOSE: The Annual Child Count Survey provides the U.S. Department of Education with data required by Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), for use in determining state allocations.

1. Sign in:

2. At right of page, select "GMAP Home" and then select your "Organization Name":

3. Under the Funding Applications section: Select either the "Child Count DJJ Report" or "Child Count DOC Report."

4. Select the upcoming year at the top of page. *NOTE: The years change annually.*

202● ⌄ | All Active Applications   ⌄ |

5. Change Status to "Child Count Report Started." Then, confirm Change.

Status: **Not Started**

Change Status To: Child Count DOC Report Started

6. Once your status is changed, you may begin completing the report. Begin by -clicking on "Basis for Eligibility":

Kentucky Department of Education
Our Children, Our Commonwealth

Child Count DOC Report Sections

Bell County Forestry Camp (DIS-DOC-01) State Agency - FY 202●- Child Count DOC Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Status: Not Started

Change Status To: Child Count DOC Report Started

View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All		Print
− **History Log**		Print
History Log		Print
Create Comment		
− **Child Count DOC**		Print
Basis for Eligibility		Print
Enrollment		Print
Related Documents		Print
KDE Checklist		Print

7. Under the Basis for Eligibility section, please adhere to the requirements by checking the box, below:

Basis for Eligibility

Warren County Day Treatment (DIS-571-455) State Agency - FY 202●- Child Count DJJ Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To ▶

☑ * This institution qualifies for eligiblity and assures the following:

1.	A regular program of instruction is provided for the children/ youth in the institution or community day program that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non- Federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance are considered classroom instruction.
2.	The State agency is responsible for providing free public education in the institution or community day program.
3.	In the case of a neglected or delinquent institution, the average length of stay is at least 30 days. (Please note that this requirement does not apply to community day programs.)

8. Click on "Go To" and "Next Page" to navigate to the next section.

Go To ▶	Current Page
	Next Page
	Previous Page
Program Guidance and	Sections
2.4 PREVENTION AND	History Log ▶
This report collects data	Contacts ▶

9. First, on the "Enrollment" section, enter the number of children under 21 (i.e., through age 20) years of age enrolled in a regular program of instruction on a date in the calendar year specified by the State Agency. In order to be counted as enrolled, a child must be enrolled in a state- funded regular program of instruction for at least 15 hours per week for DOC and 20 hours a week for DJJ.

Type of Institution and Enrollment

Warren County Day Treatment (DIS-571-455) State Agency - FY 2020- Child Count DJJ Report - Rev 0

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To ▶

Type of Institution Definitions	
Institution for Neglected Children	A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians
Institution for Delinquent Children and Youth	A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision
Community Day Program	A regular program of instruction provided by a State agency at a community day school operated specifically for neglected or delinquent children and youth

* Type of Institution
Institution for Delinquent Children and Youth ⌄

For enrollment, enter the number of children under 21 (i.e.; through age 20) years of age enrolled in a regular program of instruction on a date in the calendar year specified by the State Agency. In order to be counted as enrolled, a child must be enrolled in a state- funded regular program of instruction for at least 20 hours per week.

Enrollment	*	16
Multiplied by the number of days per year that program operates	*	210
Divided by standard number of days		180
Adjusted Enrollment		18.67

10. Then, on the Enrollment page, multiplied by the number of days per year that program operates.
Click "Save and go to" "Next page" when complete.

Type of Institution and Enrollment

Warren County Day Treatment (DIS-571-455) State Agency - FY 2020 - Child Count DJJ Report - Rev 0

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Adjusted Enrollment		18.67

DO NOT upload any student identifiable information within the report.

11. The (Enrollment) numbers entered (Multiplied by the number of days per year that program operates) will prepopulate for the **Adjusted Enrollment**.

Type of Institution and Enrollment

Warren County Day Treatment (DIS-571-455) State Agency - FY 2020 - Child Count DJJ Report - Rev 0

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12. Click "Save and go to" "Next Page" when complete.

13. Under the Related Documents page, you can upload any additional documents. Upload your 202X-202X School District Calendar if you have a DJJ institution. Also, if you would like to add any additional documentation, please complete it under the "Related Documents" section.

Warning: Do not complete the KDE Checklist. This is for your KDE consultant to complete.

14. To complete and approve the report, change status to "Child Count DOC Report Completed" or "Child Count DJJ Report Completed". Then confirm. Then, change status to "Child Count Report Approved." Then confirm. This will send the report to the State Agency director for review. Lastly, the report will go to the KDE Consultant for their review.

Note: If you want to provide any commentary on data, navigate to "sections" and select "Create Comment," type your commentary, then select "Save and Go to."

Current Page	
Next Page	
Previous Page	
Sections	
History Log ▶	History Log
Contacts ▶	Create Comment
Title I-D Performance Report ▶	
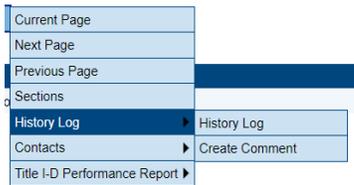
A Quick Step- by- Step Guide to Completing the

Title I-D, Subpart 1 Annual Child Count Report

1. GMAP log in.
2. Go to the **"funding"** tab on the main menu.
3. Select **"application supplements."**
4. Change the year to the upcoming year from the drop- down menu.
   Note: The years will change annually
5. Click the **"Child Count DJJ Report"** or the **"Child Count DOC Report"** under the "Additional Applications" or "District Application Supplement" headers.
6. Select your "District/Facility Title I-D Subpart 1 Child Count."
7. Change the status to **"started"** (*located at the top of the Child Count Report Sections page*)
8. Confirm change status.
9. Enter data.
10. Upload your **202X-202X School District Calendar** (*please use the attached example from last year*)
    Note: The years will change annually

11. When finished, change the status to "completed."