

# Ohio

## One Needs Assessment User Manual

December 2019

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# Chapter 1 - Overview of the One Needs Assessment Process

## Description and Purpose

The One Needs Assessment is a computer application accessed through an individual's Ohio Portal account. All districts and schools, including those implementing the Ohio Improvement Process, can use the Ohio Department of Education's One Needs Assessment tool to assess improvement needs. This is Step 1 in the Ohio Improvement Process – *Identify Critical Needs*. The One Needs Assessment provides a structure for collaborative teams to analyze student, educator and system data. The One Needs Assessment is a collaborative effort at both the district and school levels.

One Needs Assessment questions support the core principles and strategies in *Each Child Our Future*. In addition to curriculum, instruction and assessment, seven additional areas covering all aspects of school- and district-level work are reviewed. While responding to questions, data and current practices are analyzed and root causes are identified.

Next, the One Needs Assessment prioritizes needs, and the most critical needs are sent to the Planning Tool. These critical needs are used in the development of an improvement plan.

This One Needs Assessment is the first version (or prototype) of the component to, in the future, be included in the Education Department's System of Tiered E-Plans and Supports ([ED STEPS](#)) system. This new needs assessment will assist in the design and development of the final ED STEPS One Needs Assessment component. Enhancing the user experience is a core objective of the ED STEPS system components. This version is designed to get all users accustomed to identifying all their needs in a single location within a standardized timeline. It pulls data from a variety of Department systems to create a unique needs analysis that is responsive to the requirements and recommendations for any school, district or educational entity.

## New for School Year 2020-2021 Planning

The **One Needs Assessment** will be available to all districts and schools in January 2020, replacing the Decision Framework.

### Key Design Features

- The new needs assessment is directly related to your data. Each district's or school's needs assessment will have required or recommended questions based on the data related to the improvement areas (sections) and priority needs (group names) of the tool.
- While the new needs assessment is directly related to district or school data, agencies are encouraged to use other internal data sources as they complete the needs assessment.
- The new tool allows for identifying needs beyond academics. Continuous improvement is important at every level and the tool provides an opportunity to look at the needs of the entire school or district such as fiscal, nonacademic supports, and family and community engagement.
- The new needs assessment is an opportunity for school and district leadership teams to analyze their data (state, school and community), identify areas of improvement and collaborate on root causes to identify goals focused on improvement.

## Who Is Eligible?

The Decision Framework will no longer be available for use starting January 2020. All schools, districts and community schools will have access to the new One Needs Assessment and are encouraged to use it to conduct a comprehensive needs assessment for designing their continuous improvement plan for school year 2020-2021. We recommend that schools or districts who are in differentiated accountability complete the new needs assessment at the school and district level.

### School Year 2020-2021

- **Recommended:** All schools and districts use the first version of the new tool starting January 2020 to identify needs for school year 2020-2021.
- **Required:** Only the districts and schools taking part in the ED STEPS three-year planning pilot group will be required to use the first version of the tool starting January 2020. The pilot group will identify needs over a three-year period for their three-year comprehensive plans.

### School Year 2021-2022

- All schools and districts will be required to use the One Needs Assessment tool starting January 2021 for plans submitted for school year 2021-2022.

## Questions

All the tool's questions, when applicable, are available to all districts, schools and community schools. The One Needs Assessment uses district and school data to trigger required and recommended designated questions and question sets.

- **Required.** Your data triggered an asterisk\* to be displayed next to the question number. Please respond to this question by analyzing your data, systems and current practices. If you don't answer a required question, when you try to Complete the Needs Assessment TAB, you receive a message identifying improvement areas (sections) with one or more missed questions. After you answer the question(s) and enter your root cause(s) you will be able to complete the Needs Assessment TAB.
- **Recommended.** Your data triggered an "®" to be displayed next to the question number. While this question is not required to be completed before submitting your Needs Assessment, it is recommended that you consider this question.
- **Optional.** Your data did not trigger this as a required or recommended question. Your team determines if this question should be answered.
- **Root Cause.** For each question group, a root cause question is available. Based on analysis of your current practices in this question group, you identify the underlying root cause(s) that, if addressed, would result in a positive impact.
- **Priority Need Question.** When you enter data in the root cause box, a priority needs question becomes available. If you answer "yes," the root cause is available on the Priority Needs tab and can be selected to be sent to the Planning Tool. If you answered "no" to the priority needs question, you will need to change your answer to "Yes" for the root cause to be available on the Priority Needs tab. Unlike the Decision Framework, identifying all needs does not require additional steps.

### The One Needs Assessment Process

- The district needs assessment does not have to be completed prior to school needs assessments.
  - Districts can have their school needs assessments completed first in order to inform the district’s needs assessment.
  - Districts can make the business rules related to the flow and completion of their needs assessments.

The needs assessment questions address:

Improvement Areas (Sections)	Question Groups:			
College and Career Readiness	Early Warning System	Graduation	Post-Secondary	Career Connections
Community and Family Engagement	Engagement			
Curriculum, Instruction and Assessment	English Language Arts	Mathematics	Instruction	Standards Alignment
	Students with Disabilities	English Learners	Homeless	Foster Care
	Neglected and Delinquent	Military		
Fiscal Management	Internal Controls	Fiscal Management	Budgeting	Procurement
Leadership/Administration/Governance	Shared Leadership			
Operations	Child Nutrition	Transportation		
Professional Capital	Educator Equity	Educator Recruitment and Hiring		
School Climate and Supports	Safe and Healthy Schools	Behavioral Supports	Student Transition	Attendance
	Positive Behavioral Intervention Supports			

## Chapter 2 – OEDS Role Assignments

### ACCESS TO THE ONE NEEDS ASSESSMENT

1. Access the One Needs Assessment tool through your OH/ID portal account with a specific Ohio Educational Directory System role. If you need assistance establishing an [OH/ID portal](#) account, please review [this guide](#).

Next, a One Needs Assessment role should be assigned in the Ohio Educational Directory System. NOTE: Decision Framework legacy role names will continue to be used in the Ohio Educational Directory System for One Needs Assessment access.

- Many people already have One Needs Assessment roles assigned in the Ohio Educational Directory System. If you have a Superintendent, Principal, Data Entry or Data View – Decision Framework role, you have access to the new One Needs Assessment and do not need another role assigned.
  - District and school personnel who lead or support continuous improvement and/or provide internal facilitation should be considered for district or school One Needs Assessment roles. These roles do **NOT** give people access to edit the Planning Tool or Funding Application.
  - If you don't currently have One Needs Assessment access or need different access, your superintendent can grant access by asking your district's Ohio Educational Directory System Organization Administrator to assign one of the following roles at each level:

#### School-level roles that provide access to the One Needs Assessment

These roles are assigned at the **school** level.

1. Principal (automatically provides data entry access – please **don't** additionally assign the Data Entry or Reviewer Decision Framework roles).
2. Data Entry – Decision Framework: Data view and **entry** access for a specific school.
3. Reviewer – Decision Framework: Data **view** only access for a specific school.

#### District-level roles that provide access to the One Needs Assessment

These roles are assigned at the **district** level.

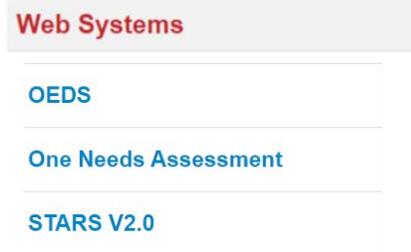
1. Superintendent (automatically provides access): Data view/entry access to the district and all district schools (please don't additionally assign the Data Entry or Reviewer Decision Framework roles).
2. Data Entry – Decision Framework: Data view/entry access to the district and all schools in the district.
3. Reviewer – Decision Framework: Data view only access to the district and all schools.

## Chapter 3 – Navigating the One Needs Assessment

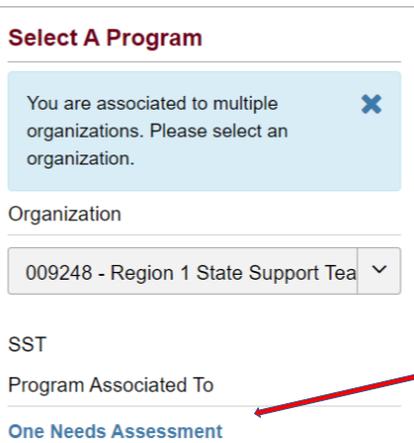
1. Sign into your [OH/ID portal account](#). You may also reach the Portal sign in from the “Login” link on the Department’s home page.



and then select **One Needs Assessment**.



2. You will see the One Needs Assessment landing page.



If you have access to multiple organizations, select the organization you want to work in and then “One Needs Assessment.”

- The Needs Assessment Page (Basic Search TAB) will automatically prepopulate the district or school. You will only be able to see those districts and/or schools for which you have access based on your role.
  - Choose the search parameters desired and select "Search."
  - Uncheck the "Include Schools" box if you do not want to see the school list.
  - Use the Reset button prior to entering other search parameters.

**Basic Search**

Program Period: Needs Assessment FY 2020

Status: Any

SST: Any

District IRN/Name: 045187 - Ada Exempted Village

Differentiated Support Status: Any

County: Any

Include Schools

Building IRN/Name:

Results Count: 20

Sort Order: IRN

**Q Search** **Reset**

**Search Results**

Organization	Program Period	District	SST	County	Differentiated Support Status	Status
045187 - Ada Exempted Village	Needs Assessment FY 2020		009253 - Region 6 State Support Team	Hardin	Independent	Not Started
000059 - Ada Elementary School	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Started
000067 - Ada High School	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Started

Previous 20 Results | Go to page 1 of 1 | Next 0 Results

For other than prepopulated searches, begin by typing the Information Retrieval Number or name in the district or building box, select the desired drop down, then click Search

**Basic Search**

Program Period: Needs Assessment FY 2020

District IRN/Name:

045187 - Ada Exempted Village

061903 - Adams County Ohio Valley Local

Results Count: 20

**Q Search** **Reset**

4. Select the district or school from the Search Results list:

**Basic Search**

Program Period: Needs Assessment FY 2020  
 Status: Any  
 SST: Any  
 District IRN/Name: 045187 - Ada Exempted Village  
 Differentiated Support Status: Any  
 County: Any  
 Include Schools  
 Building IRN/Name:   
 Results Count: 20  
 Sort Order: IRN

**Search Results**

Organization	Program Period	District	SST	County	Differentiated Support Status	Status
<a href="#">045187 - Ada Exempted Village</a>	Needs Assessment FY 2020					Not Started
<a href="#">000059 - Ada Elementary School</a>	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Not Started
<a href="#">000067 - Ada High School</a>	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Not Started

5. Select “[Start Survey](#).” Please be patient as it may take 10-20 seconds for the application to load. The Needs Assessment TAB opens. Role access will determine if you are able to start the Survey.

2 of 3 000059 - Ada Elementary School Period: Needs Assessment FY 2020

**Needs Assessment** **Priority Needs**

**Survey List**

Survey Plan(s)	Started Date	Last Updated	Completion Status
Needs Assessment FY 2020			<a href="#">Start Survey</a>

6. There are questions in each of the eight Improvement areas (sections), organized into question groups as indicated by the Group Names (for example, Early Warning System).
- Districts and Community Schools will see all Improvement Areas (sections) and questions.
  - Some traditional public schools may not see some questions because they are district-level only questions.

7. Required question numbers are identified with an asterisk \* and recommended question numbers with an ®. The Sections accordion uses the same symbols to identify sections that contain required and/or recommended questions.

8. In this example, Question 3 is required. Also required is Question 4, the attendant Root Cause(s) question.
- After you move the pointer outside of any response box and the left mouse button is “clicked”, you will see confirmation that your input was saved;



- When you enter your root cause analysis and click outside of the text box, a Priority Need Question is generated (in this example, Question 5). The response to the Priority Need question indicates whether or not the topic of the question group (ex. group name – Early Warning System) is a priority need.

Question 5  
Is this a Priority Need?  
Yes  No

- After a Yes or No selection is made you will receive a confirmation message.

Your answer is saved  
Question 5  
Is this a Priority Need?  
Yes  No

- As you save text box entries, the question numbers at the top of the Questions display will change to green with a check mark in the circle next to the question number.

Questions  
\* 3  \* 4  \* 5

- Select “[Hide Sections](#)” to hide the Sections accordion and “[Show Sections](#)” to view the accordion.

Sections  
Hide Sections  
\* Required @ Recommended  
College and Career Readiness  
Community, Family Engagement  
Curriculum, Instruction and Assessment  
Fiscal Management  
Leadership, Administration, Governance  
Operations  
\* Professional Capital  
\* School Climate and Supports

Questions  
FY 2020 Needs Assessment  
Professional Capital  
Questions  
\* 3  \* 4

- The Eight Improvement Areas (sections) checkbox will be gray if nothing is entered in any of the text boxes. If you have any required questions in one of the Eight Improvement Areas (sections) the checkbox color will change to green after all required questions are answered:

\* Professional Capital

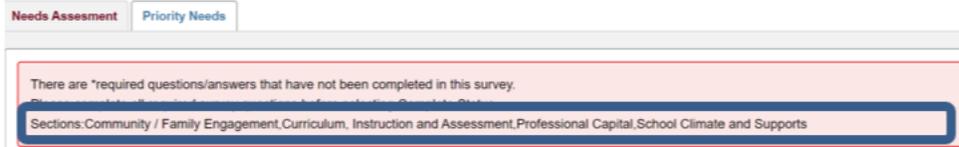
- You may work through your Needs Assessment Eight Improvement Areas (sections) and question groups in any order. You can make changes by modifying or removing your entries.

10. When you finish the Needs Assessment TAB:

- Use the drop down to select “Completed” and then select the  (save) icon.

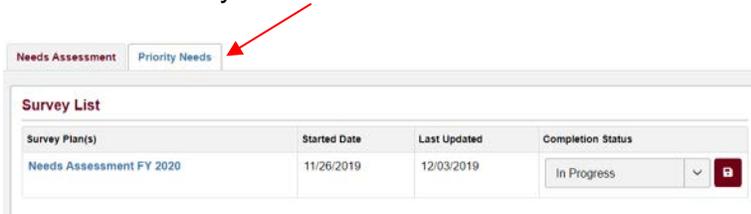


- You will receive a confirmation message:
  - When the Needs Assessment TAB is in completed status, it is not editable. However the Priority Needs TAB remains editable.
- Only question group topics (group names) that have a root cause and a “Yes” Priority Need selection will progress from the Needs Assessment TAB to the Priority Needs TAB. When you try to place the Needs Assessment TAB in “Completed” status, you may get an error message if all the required questions were not addressed. After all the questions are answered, this TAB can be “Completed.”

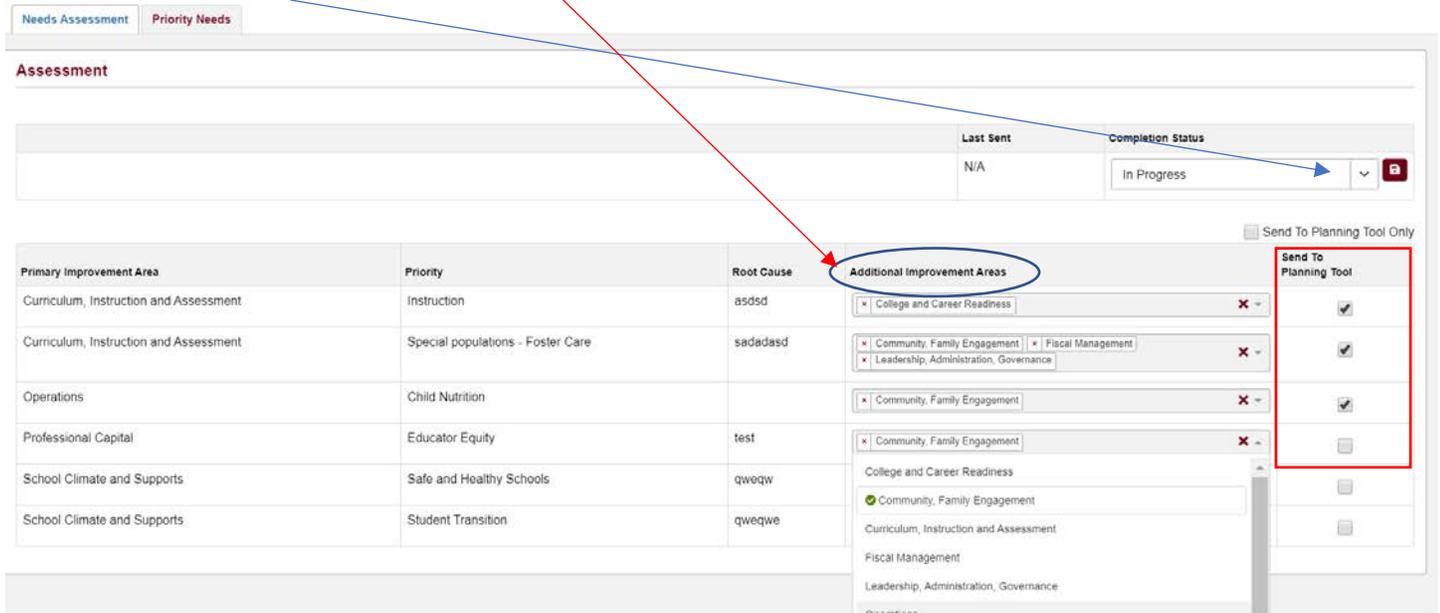


- If you want to edit the needs assessment after it is “Completed,” use the drop-down to select “In Progress” and then select the  (save) icon.
  - Note: If the Priority Needs TAB completion status is “Sent to Planning Tool,” you must set the status back to “In Progress” before you can edit.

11. Access the Priority Needs TAB.



12. You can add or delete Additional Improvement Areas.
13. Select the critical needs to send to the Planning Tool by checking the “Send to Planning Tool” boxes. When finished with the Priority Needs TAB, follow the same process you used for the Needs Assessment TAB by changing the Completion Status dropdown to “Sent to CCIP” and select the  (save) button.



The screenshot shows the 'Assessment' interface with the 'Priority Needs' tab selected. At the top, there are tabs for 'Needs Assessment' and 'Priority Needs'. Below them is a table with columns for 'Last Sent' (N/A) and 'Completion Status' (In Progress). A dropdown menu for 'Completion Status' is open, showing 'In Progress' and a 'Save' button icon. Below this is a table with columns: 'Primary Improvement Area', 'Priority', 'Root Cause', 'Additional Improvement Areas', and 'Send To Planning Tool'. The 'Additional Improvement Areas' column is circled in red. The 'Send To Planning Tool' column is highlighted with a red box. The table contains several rows of data, including 'Curriculum, Instruction and Assessment', 'Operations', 'Professional Capital', 'School Climate and Supports', and 'School Climate and Supports'. The 'Send To Planning Tool' column has checkboxes, some of which are checked.

14. Your selections will populate the Planning Tool Needs Assessment (read only) within the Comprehensive Continuous Improvement Plan (CCIP).

#### Community and Family Engagement

No Needs Have Been Identified.

#### College and Career Readiness

**Improvement Area:** College Career Readiness

**Priority Need:** Career Connections

**Root Cause:** We have limited opportunities for our students to experience a variety of careers. Our specialized populations also have the challenges associated with their specialized areas. We need to develop a system from grades 2-7 for career introduction and experiences so that these experiences become an integral part of our curriculum and instruction. Embedding such activities within our unit plans for ELA, Science and SS would increase opportunities as well as allow us to be proactive with our specialized populations. Planning in advance for the experience and the supports would create greater success. For grades 7-11, we need to expand opportunities for students to gain first-hand experience on fields they have demonstrated an interest in beginning with exploratory at the middle school level to greater immersion activities in the 10-12 grade levels. Developing greater connections within our business community is essential for this. Finally, we need a staff member to help with the coordination and organization of this across the district. This staff member must be able to work with our curriculum staff and business community.

**Additional Improvement Areas:** Community Family Engagement; Curriculum, Instruction and Assessment; Professional Capital

#### School Climate and Supports

No Needs Have Been Identified.

15. In the Planning Tool needs assessment section the only item districts will need to complete is the stakeholder's involvement section. Everything else will be populated by the One Needs Assessment.

Stakeholders Involved in Development of Needs Assessment and Plan

<input type="checkbox"/> Certified Staff	<input type="checkbox"/> Classified Staff	<input type="checkbox"/> Administrators
<input type="checkbox"/> Parents	<input type="checkbox"/> Community Members	<input type="checkbox"/> Board Members
<input type="checkbox"/> Students	<input type="checkbox"/> Others	<input type="text"/>

16. You may update your needs assessment by changing the Priority Needs TAB to "In Progress" and then the Needs Assessment TAB to "In Progress." Make updates and then change the Needs Assessment and Priority Needs TABs to "Complete" and "Send to Planning Tool." The Planning Tool Needs Assessment will reflect your changes.

17. The One Needs Assessment will automatically log out users after **30 minutes** of inactivity.

18. If a district decides to use the CCIP Planning Tool Needs Assessment rather than the One Needs Assessment, resources can be found [here](#) on the CCIP Document Library following the path CCIP/ FY 20 Planning Tool Resources. The Planning Tool Resources will be updated for FY 21.

For helpful resources, select the [One Needs Assessment](#) page on the Department's website.

Send questions by email to: [EDSTEPS.OneNeedsAssessment@education.ohio.gov](mailto:EDSTEPS.OneNeedsAssessment@education.ohio.gov)