

One Needs Assessment User Manual



NOVEMBER 2020

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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 OH|ID Portal account. Districts, schools, community schools and other educational organizations receiving federal funds 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 Ohio's strategic plan for Education, [Each Child, Our Future](#). In addition to curriculum, instruction and assessment, seven 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 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 will form part of the Department's System of Tiered E-Plans and Supports ([ED STEPS](#)) system. Enhancing the user experience is a core objective of the ED STEPS system. This version is designed to get users accustomed to identifying 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.

Updates for the 2021-2022 Academic Year

The **One Needs Assessment** will be available to districts and schools by early 2021.

Key Design Features (retained from last year)

- The needs assessment is directly related to data and federal funding requirements. District and school needs assessments have required or recommended questions organized by improvement areas (sections) and priority needs (question group names) within the tool.
- While the needs assessment is directly related to district and school data, agencies are encouraged to use internal data sources as they complete the assessment.
- Continuous improvement is important at every level and the tool provides an opportunity to look at the needs of the entire district or school. For example, the tool allows for identifying needs beyond academics, such as fiscal, nonacademic supports and family and community engagement needs.
- The needs assessment is an opportunity for district and school 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.

New for the 2021-2022 Academic Year

- New questions were added based on district and school needs.
- Reports were added to help districts and schools analyze root causes and self-selected priority needs (resources to be published as a separate appendix).
- The embedded CCIP needs assessment will no longer be available for use.
 - Schools and districts will use the One Needs Assessment tool for plans submitted for the 2021-2022 school year.
- Educational Service Centers and County Boards of Developmental Disabilities needs assessments were added.

Questions

The One Needs Assessment uses district, school and educational organization data, as well as federal fund allocations to trigger required and recommended questions and question groups. Descriptions for the question types are as follows:

- **Required.** These questions are demarcated by an asterisk (*) next to the question number. Please respond to this question by analyzing data, systems and current practices. If required questions are left unanswered, a message will appear notifying the user that some improvement areas (sections) and priority needs (group names) questions still need to be completed. After answering these questions, the Needs Assessment tab can be completed.
- **Recommended.** These questions are demarcated by an “®”. While these questions are not required for submission of the needs assessment, it is recommended that the educational organization consider answering these questions.
- **Optional.** These questions are not required or recommended. Educational organizations determine if these questions need to be answered.
- **Root Cause(s).** For each question group, a root cause question is available. Based on an analysis of current educational practices related to a question group, educational organizations identify the underlying root cause(s) that, if addressed, would result in a positive impact. Root cause(s) must be identified if one or more questions in the group are required.
- **Priority Needs Question.** When users enter data in a root cause box, a priority needs question is displayed. If users answer “yes,” the root cause becomes available in the Priority Needs tab and may be sent to the Planning Tool. If users answer “no” to the priority needs question, they may change their answer to “yes” for the root cause to be available on the Priority Needs tab.

Improvement Areas and Question Groups Structure

Districts and school needs assessment questions may 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 – Content Areas	<i>Literacy</i>	English Language Arts	Mathematics	<i>Physical Education</i>
	<i>Career-Technical Education – Equity</i>	<i>Career-Technical Education</i>		
Curriculum, Instruction and Assessment – Special Populations	Special Populations - Students with Disabilities	<i>Special Populations - Gifted</i>	Special Populations - English Learners	Special Populations - Homeless
	Special Populations - Foster Care	<i>Special Populations - Justice Involved Youth</i>	Special Populations - Military	
Curriculum, Instruction and Assessment - Teaching	Instruction	<i>Assessments</i>	<i>Curriculum</i>	Standards Alignment
Fiscal Management	Internal Controls	Financial Management	Budgeting	Procurement
Leadership/Administration/Governance	Shared Leadership	<i>Administrative Support</i>	<i>Operator Collaboration</i>	
Operations	Child Nutrition	Transportation	<i>Technology</i>	
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			

Question groups in red and italicized are new this year.

Educational Service Center questions (new this year) may address:

Improvement Areas (Sections)	Question Groups:			
College and Career Readiness	District College and Career Readiness			
Community and Family Engagement	Family and Community Engagement Support			
Curriculum, Instruction and Assessment	District College and Career Readiness Support	Curriculum, Instruction, and Assessment District Support	Early Childhood Education	Transitions Support
Fiscal Management	Fiscal Management Supports			
Leadership/Administration/Governance	Leadership/Administration/Governance District Supports			
Operations	Operations District Supports			
Professional Capital	Professional Capital District Supports	Licensure		
School Climate and Supports	School Climate District Supports			

County Boards of Developmental Disabilities questions (new this year) may address:

Improvement Areas (Sections)	Question Groups:		
College and Career Readiness	Graduation	Transitions	
Community and Family Engagement	Engagement	Partnerships	
Curriculum, Instruction and Assessment - Teaching	Assessment	Curriculum	Determination
Fiscal Management	Financial Management		
Leadership/Administration/Governance	Shared Leadership	Data-Driven Decisions	Administrative Records
Operations	Transportation	Technology	
Professional Capital	Professional Development		
School Climate and Supports	Connections	Disproportionality	

Chapter 2 – OEDS Role Assignments

Access to the One Needs Assessment

Access to the One Needs Assessment tool is through an OH|ID portal account with a specific Ohio Educational Directory System role. If assistance is needed to establish 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 already have One Needs Assessment roles assigned in the Ohio Educational Directory System. For example, the following Decision Framework roles will have access to the new One Needs Assessment and therefore do not need another role assigned: Superintendent, Principal, Data Entry or Reviewer -Decision Framework.
 - District, school and community school personnel who lead or support continuous improvement or provide internal facilitation should be considered for district or school-level One Needs Assessment roles. These roles do **NOT** give users access to edit the Planning Tool or Funding Application.
 - Superintendents can grant access and change access levels by asking a district Ohio Educational Directory System Organization Administrator to assign one of the following roles:

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

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

1. Principal (automatically provides access): Data view and entry access for a specific school. Please **do not** additionally assign the Data Entry or Reviewer Decision Framework.
2. Data Entry – Decision Framework: Data view and entry access for specific schools – please do not additionally assign the Data Reviewer role.
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 and entry access to the district and every school in the district. Please do not additionally assign the Data Entry or Reviewer Decision Framework roles.
2. Data Entry – Decision Framework: Data view and entry access to the district and every school in the district.
3. Reviewer – Decision Framework: Data **view only** access to the district and every school in the district.

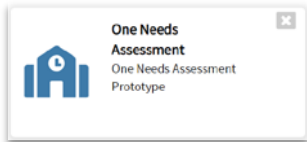
Chapter 3 – Navigating the One Needs Assessment

1. The portal “login” link is on the [Department’s home page](#).



Login | State Agencies | Online Services **Ohio.gov**

2. Sign in via an [OHID portal](#) account.
3. Find and select **One Needs Assessment** tile from the applications list.



4. Locate the One Needs Assessment landing page.

Select A Program

You are associated to multiple organizations. Please select an organization. ✕

Organization

009248 - Region 1 State Support Tea ▼

SST

Program Associated To

[One Needs Assessment](#)

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



5. The Needs Assessment Page (Basic Search tab) will automatically prepopulate the district or school. Users will only be able to see those districts and/or schools for which they have access based on their role.
 - Choose and input the desired search parameters 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
<input checked="" type="checkbox"/> Include Schools		
Building IRN/Name <input type="text"/>		
Results Count 20	Sort Order IRN	

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

Go to page of 1

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

7. 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
<input checked="" type="checkbox"/> 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					Not Started
000059 - Ada Elementary School	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Not Started
000067 - Ada High School	Needs Assessment FY 2020	045187 - Ada Exempted Village	009253 - Region 6 State Support Team	Hardin	Independent	Not Started

8. 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.

[Prev](#) 2 of 3 000059 - Ada Elementary School Period: Needs Assessment FY 2020 [Next](#)

Needs Assessment [Priority Needs](#)

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
Needs Assessment FY 2020			Start Survey

- 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).

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
Needs Assessment FY 2020	11/25/2019	11/25/2019	Started

Sections Hide Sections

- * Required @ Recommended LEA
- 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

Prev Section **College and Career Readiness** LEA Next Section

Questions * Required @ Recommended

1|@ 2|@ 3|@ 4|@ 5|@ 6|@ 7|@ 8|@ 9|@ 10|@ 11|@ 13|@ 14|@ 16

Next

Group Name **Early Warning System**

Question 1

Reference: ESEA 1112(b)(1)(B)

How are you identifying students that are at-risk of dropping out?

Note: Horizontal lines bracket the Early Warning System questions displayed below:

- 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.

Sections Hide Sections

- * Required @ Recommended LEA
- 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

Prev Section **Professional Capital** LEA Next Section

Questions * Required @ Recommended

* 3|@ * 4|@

Group Name **Educator Equity**

Question 3

Reference: ESEA 1114(b)(7)(iii)(IV)

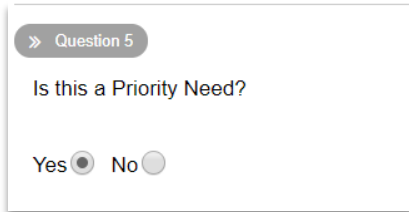
Using data, how do you determine professional development needs? What are your identified gaps in professional development?

11. In this example, question 3 is required. Also required is question 4, the attendant Root Cause(s) question.

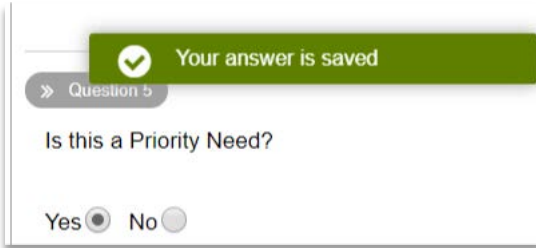
- After moving the pointer outside of any response box and clicking the left mouse button, you will see confirmation the input was saved:



- 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 the topic of the question group (ex. group name – Early Warning System) is a priority need.



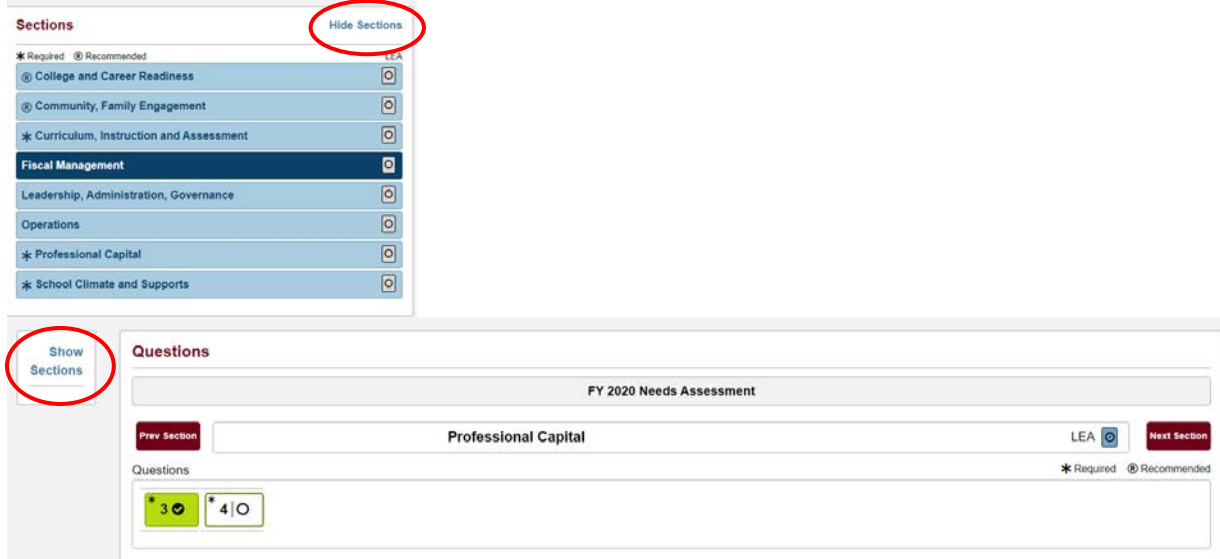
- After a Yes or No selection is made, you will receive a confirmation message.



- 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.



- Select "Hide Sections" to hide the Sections accordion and "Show Sections" to view the accordion.




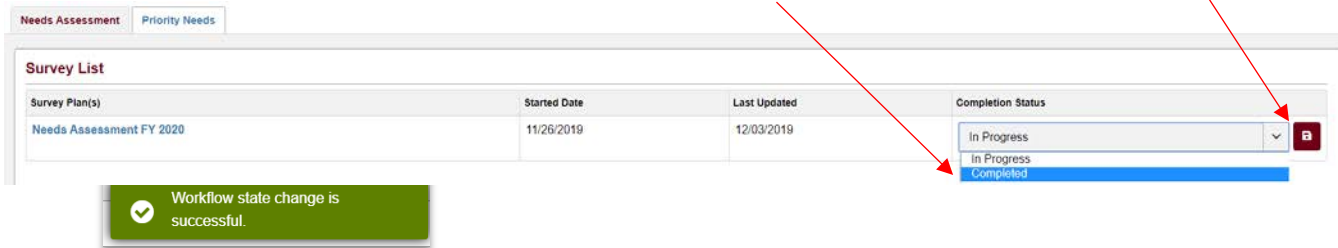
12. The eight Improvement Areas (sections) checkbox will be gray if nothing is entered in any of the text boxes. If you have any required questions in one of the eight Improvement Areas (sections) the checkbox color will change to green after all required questions are answered.



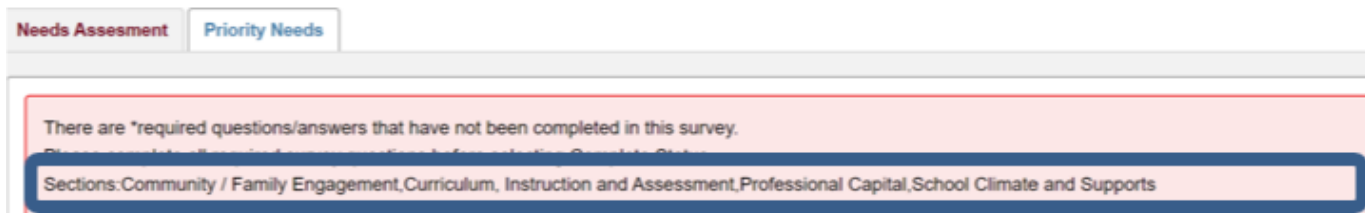
13. You may work through your Needs Assessment eight Improvement Areas (sections) and question groups in any order. You can make changes by modifying or removing your entries.


14. When you finish the Needs Assessment tab:

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

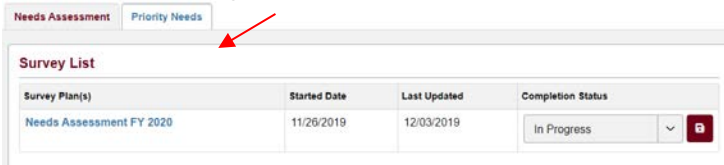


- When the Needs Assessment tab is in completed status, it is not editable. However, the Priority Needs tab remains editable.
- Only question group topics (group names) that have a root cause and a “Yes” Priority Need selection will progress from the Needs Assessment tab to the Priority Needs tab. When you try to place the Needs Assessment tab in “Completed” status, you may get an error message if any of 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.

15. Access the Priority Needs tab.



16. You can add or delete additional improvement areas for any priority need by opening the “Additional Improvement Areas” dropdown menu and selecting or deselecting improvement areas.

Needs Assessment | Priority Needs

Assessment

			Last Sent	Completion Status
			N/A	In Progress

Send To Planning Tool Only

Primary Improvement Area	Priority	Root Cause	Additional Improvement Areas	Send To Planning Tool
Curriculum, Instruction and Assessment	Instruction	asdsd	College and Career Readiness	<input checked="" type="checkbox"/>
Curriculum, Instruction and Assessment	Special populations - Foster Care	sadadasd	Community, Family Engagement Fiscal Management Leadership, Administration, Governance	<input checked="" type="checkbox"/>
Operations	Child Nutrition		Community, Family Engagement	<input checked="" type="checkbox"/>
Professional Capital	Educator Equity	test	Community, Family Engagement	<input type="checkbox"/>
School Climate and Supports	Safe and Healthy Schools	qweqw	College and Career Readiness	<input type="checkbox"/>
School Climate and Supports	Student Transition	qweqwe	Community, Family Engagement	<input type="checkbox"/>
			Curriculum, Instruction and Assessment	<input type="checkbox"/>
			Fiscal Management	<input type="checkbox"/>
			Leadership, Administration, Governance	<input type="checkbox"/>
			Operations	<input type="checkbox"/>

17. 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 used for the Needs Assessment tab by changing the Completion Status dropdown to “Sent to CCIP” and selecting the (save) icon.

Needs Assessment | Priority Needs

Assessment

			Last Sent	Completion Status
			N/A	In Progress

Send To Planning Tool Only

Primary Improvement Area	Priority	Root Cause	Additional Improvement Areas	Send To Planning Tool
Curriculum, Instruction and Assessment	Instruction	asdsd	College and Career Readiness	<input checked="" type="checkbox"/>
Curriculum, Instruction and Assessment	Special populations - Foster Care	sadadasd	Community, Family Engagement Fiscal Management Leadership, Administration, Governance	<input checked="" type="checkbox"/>
Operations	Child Nutrition		Community, Family Engagement	<input checked="" type="checkbox"/>
Professional Capital	Educator Equity	test	Community, Family Engagement	<input type="checkbox"/>
School Climate and Supports	Safe and Healthy Schools	qweqw	College and Career Readiness	<input type="checkbox"/>
School Climate and Supports	Student Transition	qweqwe	Community, Family Engagement	<input type="checkbox"/>
			Curriculum, Instruction and Assessment	<input type="checkbox"/>
			Fiscal Management	<input type="checkbox"/>
			Leadership, Administration, Governance	<input type="checkbox"/>
			Operations	<input type="checkbox"/>

18. The selections will populate the Planning Tool (read only) within the Comprehensive Continuous Improvement Plan (CCIP).

19. 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”, respectively. The CCIP Planning Tool will reflect the changes.
20. The One Needs Assessment will automatically log out users after **30 minutes** of inactivity.

For helpful resources, select the [One Needs Assessment](#) page on the Department’s website. Send questions by email to: EDSTEPS.OneNeedsAssessment@education.ohio.gov