

**Office of Federal Programs  
Strategic Plan  
October 2019 – October 2022**

**Customer Knowledge Goal Plan**

OFP GOAL 1	Improvement Strategies and Indicators	ACTION STEPS	TASKS/SUBCOMMITTEES	
<p><b>Goal 1:</b> OFP will increase customer knowledge by 2022 as measured by increased professional development opportunities by 10%</p> <p style="text-align: center;"><i>Each Child, Our Future</i></p> <p>Alignment to Ohio Strategic Plan for Education 2019-2024</p> <p>Core Principles</p> <ul style="list-style-type: none"> <li>Equity</li> <li>Partnerships</li> <li>Quality Schools</li> </ul> <p>Support all Four Learning Domains</p> <ul style="list-style-type: none"> <li>Foundational Knowledge and Skills</li> <li>Well Rounded Content</li> <li>Leadership and Reasoning</li> <li>Social-Emotional Learning</li> </ul>	<p><b>Strategies</b></p> <p><b>1.1:</b> Assess current number of trainings and topics (baseline)</p> <p><b>1.2:</b> Increase external PD opportunities</p> <p><b>1.3:</b> Increase internal PD opportunities</p>	<p><b>Performance Indicators:</b></p> <ol style="list-style-type: none"> <li>Increase in baseline number of external and internal trainings - use surveys to benchmark growth areas tracked on OFP calendar</li> <li>Reduce amount of swept funds by 10%</li> <li>Reduce carryover waivers by 5%</li> <li>Increase academic performance of economically disadvantaged served student achievement by 5%</li> </ol>	<p><b>1.1.1:</b> Gather baseline data and develop quarterly &amp; annual PD calendar / January 2020</p> <p><b>1.1.2:</b> Develop annual customer needs survey on OFP services and trainings / October 2019 - ongoing</p> <p><b>1.2.1:</b> One-on-one informal site visits, face-to-face meetings, phone conferences with data collection mechanism / January 2020 - ongoing</p> <p><b>1.2.2:</b> Include exit ticket survey in all OFP field trainings and meetings / Spring 2020</p> <p><b>1.2.3:</b> Analysis/Synthesis of survey data to establish baseline and plan for future trainings / Annually in July</p> <p><b>1.2.4:</b> Use survey data to develop practices that will increase customer knowledge / Annually June 1st-15th</p> <p><b>1.3.1:</b> New Employees training schedule (onboarding) / Ongoing</p> <p><b>1.3.2:</b> Dept trainings/policy, law, guidance updates, OFP Resource Guide &amp; Website updates / by October 2022</p> <p><b>1.3.3:</b> Cross-department trainings / Ongoing</p> <p><b>1.3.4:</b> Continue to seek staff involvement on inventory responsibilities to align areas to staff strengths / by October 2022</p> <p><b>1.3.5:</b> Provide Professional growth and opportunities, trainings, conferences, (min. 1 per year) networking, etc. / through October 2022</p>	<p><b>1.1.1:</b> Asst. Directors/Director, External Training Coordination &amp; Internal Training &amp; Onboarding Teams, Admin. Support</p> <p><b>1.1.2:</b> OFP Training Teams/asst. directors, Writing Team</p> <p><b>1.2.1:</b> Consultants</p> <p><b>1.2.2:</b> OFP Internal &amp; External Training Teams, Writing Team</p> <p><b>1.2.3:</b> OFP Training Teams, Data Support</p> <p><b>1.2.4:</b> External OFP Training Teams, Asst. Directors, Director, Quality Control &amp; Business Rules Team</p> <p><b>1.3.1:</b> Internal Training Team, Asst. Directors</p> <p><b>1.3.2:</b> Internal Training Teams, Writing Team, Asst. Directors, Director, Quality Control &amp; Business Rules Team</p> <p><b>1.3.3:</b> Consultants, Assistant Directors, Internal Training Team</p> <p><b>1.3.4:</b> Asst. Directors</p> <p><b>1.3.5:</b> Consultants, Asst.</p>
	<p style="text-align: center;"><b>Mission</b></p> <p style="text-align: center;"><i>Empowering Ohio's Education Community to Leverage Federal Resources to Support the Whole Child.</i></p> <p style="text-align: center;"><b>Vision</b></p> <p style="text-align: center;"><i>To be the national example of continuously supporting Ohio's schools to challenge, prepare and empower</i></p>			

Office of Federal Programs

Strategic Plan

October 2019 – October 2022

Resource Professional Development Goal

**OFP GOAL 2**

**Goal 2:** OFP will maintain and build upon all federal program resources, increasing multimedia platforms by 25% through 2022.

*Each Child, Our Future*

Alignment to Ohio Strategic Plan for Education 2019-2024

Core Principles

- Equity
- Partnerships
- Quality Schools

Support all Four Learning Domains

- Foundational Knowledge and Skills
- Well Rounded Content
- Leadership and Reasoning
- Social-Emotional Learning

Strategies: 1,2,3,7

**Improvement Strategies and Indicators**

**Strategies**

**2.1:** Assess current number of resources available and establish a baseline

**2.2:** Create a systematic schedule for review and revision of resources (programs/operations)

**2.3:** Explore available multimedia resources.

**2.4:** Build staff capacity to work with and create multimedia resources

**Performance Indicators:**

1. Continual increase of multimedia platforms after baseline has been established – monitor improvements made quarterly
2. Completion of Revision Schedule – complete doc library by end of 2020 and connect to OFP webpage
3. Utilize additional platforms for training and communication – track new platform additions
4. Implement annual staff survey focused on technology

**Mission**

*Empowering Ohio’s Education Community to Leverage Federal Resources to Support the Whole Child.*

**Vision**

**ACTION STEPS/ TIMELINE**

**2.1.1:** Establish Baseline of current resources / by March 1, 2020

**2.2.1:** Revise and update Document Library / by June 30, 2020 and ongoing

**2.2.2:** Evaluate and update website / by May 1, 2020 and ongoing through June, 2021

**2.2.3:** Update help links in CCIP / Fall, 2020 – June, 2022 for existing pages and ongoing

**2.2.4:** External quarterly newsletter / finalized February, 2020, released March, 2020 – ongoing March, June, September, December

**2.2.5:** Internal updates submitted by staff to Assistant Directors on OFP Staff Meeting agenda once a month / beginning January, 2020

**2.3.1:** Identify available multimedia communications / by April, 2020

**2.3.2:** Create support document and communication through multimedia / Fall, 2020 – ongoing

**2.4.1:** Provide and assess professional development on multimedia platforms / beginning in Fall, 2020 – October, 2022

**TASKS/SUBCOMMITTEES**

**2.1.1:** Asst. Directors, Website Team, External & Internal Training Teams

**2.2.1:** Consultants/Asst. Directors, Writing Team, CCIP Doc Coordination & Doc Library Maintenance Teams

**2.2.2:** Website & Writing Teams

**2.2.3:** Consultants/Asst. Directors, Title Grant Leads, Website Team, CCIP Doc Coordination Team

**2.2.4:** Consultants, Asst. Directors, External Training & Writing Teams

**2.2.5:** Consultants, Asst. Directors, Admin

**2.3.1:** Consultants, Asst. Directors, IT

**2.3.2:** Consultants, Asst. Directors, IT

**2.4.1:** Consultants, Asst. Directors, Writing Team

Office of Federal Programs

Strategic Plan

October 2019 – October 2022

Operations/Planning Goal

OFFP GOAL 3	Improvement Strategies and Indicators		ACTION STEPS	TASKS/SUBCOMMITTEES
<p><b>Goal 3:</b> By 2022, implement updated and streamlined planning, funding application, and compliance system.</p> <p><i>Each Child, Our Future</i></p> <p>Alignment to Ohio Strategic Plan for Education 2019-2024</p> <p>Core Principles</p> <ul style="list-style-type: none"> <li>Equity</li> <li>Partnerships</li> <li>Quality Schools</li> </ul> <p>Support all Four Learning Domains</p> <ul style="list-style-type: none"> <li>Foundational Knowledge and Skills</li> <li>Well Rounded Content</li> <li>Leadership and Reasoning</li> <li>Social-Emotional Learning</li> </ul> <p>Strategies: 1,2,3,7</p>	<p><b>Strategies</b></p> <p><b>3.1:</b> EdSteps</p>	<p><b>Performance Indicators:</b></p> <ol style="list-style-type: none"> <li>More user-friendly, intuitive system</li> <li>District and School feedback</li> <li>Meeting implementation action step deadlines and goals</li> </ol>	<p><b>3.1.1:</b> Finalize inclusive EdSteps Committees</p> <p><b>3.1.2:</b> Secure vendor by January 2020</p> <p><b>3.1.3:</b> Design phase complete by March 2020</p> <p><b>3.1.4:</b> First of 5 parts developed by July 2020</p> <p><b>3.1.5:</b> Implement 3-year plan/1-year budget pilot (divide LEAs into 3 year groups)</p> <p><b>3.1.6:</b> Cross-office communication, support, and plan approval</p> <p><b>3.1.7:</b> Evaluation, Revision, Monitoring Systems/Oversight</p> <p><b>3.1.8:</b> Internal and External trainings</p>	<p><b>3.1.1:</b> Asst. Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.2:</b> Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.3:</b> IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.4:</b> IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.5:</b> IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.6:</b> Committees/IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.7:</b> Consultants, Committees/IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p> <p><b>3.1.8:</b> Consultants, Committees/IT/Asst Directors/Directors, EdSteps Committees, EdSteps Advisory Committee</p>
	<p style="text-align: center;"><b>Mission</b></p> <p style="text-align: center;"><i>Empowering Ohio’s Education Community to Leverage Federal Resources to Support the Whole Child.</i></p> <p style="text-align: center;"><b>Vision</b></p> <p style="text-align: center;"><b>To be the national example of continuously supporting Ohio’s schools to challenge, prepare and empower each child toward self-actualization.</b></p>			

## Alignment to Ohio Strategic Plan for Education 2019-2024

### *Each Child, Our Future*

#### Core Principles

- Equity
- Partnerships
- Quality Schools

#### Support all Four Learning Domains

- Foundational Knowledge and Skills
- Well Rounded Content
- Leadership and Reasoning
- Social-Emotional Learning

Strategies: 1,2,3,7

## Intent & Purpose of Annual Plan

Each year, prior to August 15th, the Office of Federal Programs takes the opportunity to develop a plan of activities for the coming year, aligned to Each Child, Our Future, the respective Center's plans, ODE goals and goals of the Superintendent of Public Instruction. The plan is completed collaboratively in a co-designed manner, involving the input of all OFP employees, representatively or collectively. The plan is designed to align and correlate to OFP's 3-year strategic plan and routinely assess feedback collected from and provided to staff, assess the needs of employees and other internal/external stakeholders as, and provide conditions and support for necessary for high functioning work accomplishment. Goals are established triennially, continuously progress monitored, assessed quarterly, and evaluated annually against the effective characteristics of effective office plans guidelines.

<b>Goal 1:</b> OFP will increase customer knowledge by 2022 as measured by increased professional development opportunities by 10%	<b>Goal 2:</b> OFP will maintain and build upon all federal program resources, increasing multimedia platforms by 25% through 2022.	<b>Goal 3:</b> By 2022, implement updated and streamlined planning, funding application, and compliance system.
--	---	---

## Process Improvement

**1.1.2:** Develop annual customer needs survey on OFP services and trainings / October 2019 - ongoing

**1.2.4:** Use survey data to develop practices that will increase customer knowledge / Annually June 1st-15<sup>th</sup>

**2.2:** Create a systematic schedule for review and revision of resources

(programs/operations)

**2.2.5:** Internal updates submitted by staff to Assistant Directors on OFP Staff Meeting agenda once a month / beginning January, 2020

**2.3:** Explore available multimedia resources.

### Major process changes

**Strategy 3.1** – EDSTEPS

One Needs Assessment

One Plan

CCIP Funding Application

### New Activities or Initiatives

- CARES/ESSER
- COVID-19 Resources/FAQs
- Supplemental School Improvement Grant
- One Needs Assessment

**1.3.2:** Dept trainings/policy, law, guidance updates, OFP Resource Guide & Website updates / ongoing – 2022

**2.3.2:** Create support document and communication through multimedia / Spring, 2020 – ongoing

### Policy/Procedure Updates

**1.3.2:** Dept trainings/policy, law, guidance updates, OFP Resource Guide & Website updates / by October 2022

**2.1.1:** Establish Baseline of current resources / by March 1, 2020

**2.2.1:** Revise and update Document Library / by June 30, 2020 and ongoing

**2.2.2:** Evaluate and update website / by May 1, 2020 and ongoing through June, 2021

## Stakeholder Engagement Improvement (external)

- 1.1:** Assess current number of trainings and topics (baseline)
  - 1.1.1:** Gather baseline data and develop quarterly & annual PD calendar / January 2020
  - 1.1.2:** Develop annual customer needs survey on OFP services and trainings / October 2019 - ongoing
- 1.2:** Increase external PD opportunities
  - 1.2.1:** One-on-one informal site visits, face-to-face meetings, phone conferences with data collection mechanism / January 2020 - ongoing
  - 1.2.2:** Include exit ticket survey in all OFP field trainings and meetings / Spring 2020
  - 1.2.3:** Analysis/Synthesis of survey data to establish baseline and plan for future trainings / Annually in July
  - 1.2.4:** Use survey data to develop practices that will increase customer knowledge / Annually June 1st-15<sup>th</sup>

## Internal Collaboration

- 1.3:** Increase internal PD opportunities
  - 1.3.3:** Cross-department trainings / Ongoing

## Staff Development

- 1.3:** Increase internal PD opportunities
  - 1.3.1:** New Employees training schedule (onboarding) / Ongoing
  - 1.3.4:** Continue to seek staff involvement on inventory responsibilities to align areas to staff strengths / by October 2022
  - 1.3.5:** Provide Professional growth and opportunities, trainings, conferences, (min. 1 per year) networking, etc. / through October 2022
- 2.4:** Build staff capacity to work with and create multimedia resources
  - 2.4.1:** Provide and assess professional development on multimedia platforms / beginning in Fall, 2020 – October,2022

## Office Culture

- 1.3.4:** Continue to seek staff involvement on inventory responsibilities to align areas to staff strengths / by October 2022
- 1.3.5:** Provide Professional growth and opportunities, trainings, conferences, (min. 1 per year) networking, etc. / through October 2022
- 2.2.5:** Internal updates submitted by staff to Assistant Directors on OFP Staff Meeting agenda once a month / beginning January, 2020

## Possible Activities to Eliminate from OFP Work

- 1.3.3:** Cross-department trainings / Ongoing

## Staying Current

- 1.3.5:** Provide Professional growth and opportunities, trainings, conferences, (min. 1 per year) networking, etc. / through October 2022

## Financial Resources

Consolidated

CARES Act

**3.1.5:** Implement 3-year plan/1-year budget pilot (divide LEAs into 3-year groups)

### **Progress Monitoring**

- Strategic Planning Committee meets throughout each quarter to assess Performance Indicators and progression toward Goals, Strategies, and Action Steps with reports from Task Subcommittees.
- Quarterly Plan Reviews
- Employee Evaluations
- Internal and External Stakeholder Surveys/Feedback