HINTS OF THE MONTH

FISCAL AND AUTHORIZED REPRESENTATIVES

The fiscal representative and authorized representative are in the approve plans workflow process prior to sending to the agency.

MEASURING EFFECTIVENESS WITH ADULT AND STUDENT MEASURES

Multiple student and adult measures can be used for each goal. This will help in evaluation of multiple baseline data points.

USERS WITH MULTIPLE ENTITIES

To those users with multiple entities, please be sure to use the selector in the ED STEPS Main Dashboard to create, view and approve plans.

NEW FUNCTIONALITY

- Users with multiple entities will now be able to use the main ED STEPS Dashboard selector.
- Perkins One Plan has been added to the ED STEPS system for Career Tech entities.
- Updated funding sources are now available.
- Navigation between One Plan components such as InMail, History Log and individual plans.
- The overall approval process for the agency users including rubrics and feedback for the entities.

UPCOMING TRAININGS

Cohort 3 – Open Office Hours

Open Office Hours – Thursdays
May 12, 19, 26 & June 9
1:00 – 2:00 PM
**FAQS**

**I AM NOT ABLE TO SEE “MAKE PLANS”, WHAT ROLE DO I NEED TO EDIT?**
To be able to edit a plan in the One Plan system, please use the role Data Entry Planning- CCIP. You cannot have any conflicting roles so make sure to remove the Data View Planning-CCIP role if you have it.

**WHAT DOES THE PLAN STATUS MEAN?**
**District Workflow** – In-Progress, Fiscal Representative Review, Authorized Representative Review, Agency Review, Approved for Execution

**Building Workflow** – In-Progress, Authorized Representative Review, Agency Review, Approved for Execution

**WHAT DOES THE SMART GOAL STATUS MEAN?**
**Not Started** – This means ONA was sent to One Plan. Goals have not been started.

**In Progress** – This means that work has been started on the goal but not completed.

**Completed** – All validations are met and the goal is complete. Once all goals are completed, the entire plan (all goals) can be submitted. The submitted button becomes darker blue.

**OEDS ROLE SECURITIES**

With the migration of the Ohio Department of Education applications, such as ED STEPS to the cloud, OEDS role securities have become even more important. Please review your district personnel OEDS roles and remove any roles that are no longer needed. [OEDS roles needed for the ED STEPS system](#).

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**SHOUT OUTS**

Your Federal Programs Consultants need a shout out for their continued support and guidance to districts and community schools. Federal Programs consultant are frequently the first communication and their knowledge in several areas is appreciated.

A special shout out to Diane Neal, Rachel Hand, and Dannielle Edmonds for the hard work in designing, trainings and communicating the implementation of the ED STEPS system.

Thank you to everyone who completed the survey and is participating in our ED STEPS workgroups. We had an overwhelming number of individuals wanting to be included to make ED STEPS the best it can be.

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"We continue to get very positive feedback from Perkins Plan external and internal users after we rolled out the software on May 1.

Great job team. Let me also share that districts are extremely pleased with the ED STEPS system. We are getting a lot of compliments on its ease of use, and the dropdown menus. One CTE director with dyslexia said how by segmenting information into smaller bite sized morsels, it helps her stay focused and complete the task. We have had four workshops now, and at every one, districts have been “in the groove” and have worked through the scheduled mid-morning break and through lunch. We have had to date about ten or twelve districts that completed their local applications through the Ed Steps platform in about 3 or 4 hours of work. The system is well designed, and well executed, and appreciated by our subrecipients.

– Feedback from ED STEPS One Plan Perkins team stakeholder"