HINTS OF THE MONTH

01  ED MAIL

The ED STEPS system has its own internal communication that will replace the CCIP History Log in order to separate the system status changes (history log) and internal communication for questions and corrections. The ED Mail system is still a permanent log and will grow as other components are integrated. You can find the ED Mail System in the blue bar at the top of any screen of ED STEPS or in the right side navigation of the One Plan.

02  REQUIRED OFFICE RUBRICS

Users can find the required office rubrics on the right side of every required building and districts plan. Clicking on the rubrics, districts can review the criteria and see the feedback from the agency offices.

03  ONE PLAN REVISION

Any user with editing permissions may start a revision of the One Plan. After copying, users can start modifications. Users may resend goals or strategies and modify any strategy description, action steps or student or adult measures. Once completed, the revision will go through the approval process this time bypassing the agency review.

TERM OF THE MONTH

Priority Needs

Needs identified by an organization that, when addressed, have the potential to improve the system and symptoms identified in a root cause analysis. The Priority Needs selected in the One Needs Assessment become the focus of the organization's One Plan. Selected Priority Needs are pulled from the Needs Assessment tab into a Pre-Planning tab and then sent to the ED STEPS One Plan. For terminology, see the ED STEPS ONA and OP Glossary.

SHOUT OUTS

We would like to shout out to our Fiscal and Program workgroups for ED STEPS that provide the valuable feedback as we design and develop the system. They meet on a monthly basis. Conversations are centered on processes, accessibility and usability. If you are interested in participating in these workgroups, please email the ED STEPS Mailbox.
UPCOMING TRAININGS

New Coordinator’s Workshop
We will provide training for first year federal programs coordinators to assist new coordinators with learning the systems and information needed. Participants will spend time in a lab learning new systems such as EDSTEPS and spend time in a classroom setting learning terminology, different funds and essential basics for the position. Participants can register for this training in STARS by entering the key words “federal programs” in the search.
9/8/22 — 25 South Front Street, Columbus, Ohio 43215 (Ohio Department of Education Office Building) — 9 AM – 3 PM

ED STEPS: Reporting
ED STEPS: One Plan Reporting Results Training
9/15/22 — 10 AM – 11 AM
9/15/22 — 2 PM – 3 PM

New Community School
ED STEPS - Integration and requirements
9/29/22 — 10 AM – 12 PM

ED STEPS
Cohort 3 Webinar – One Needs Assessment and One Plan
1/11/23 — 10 AM – 12 PM
1/11/23 — 1 PM – 3 PM

BACK TO SCHOOL TOPICS

REPORT RESULTS FOR STUDENT AND ADULT MEASURES
To report your results, log into your OHIO ID portal and select “report results” in the menu. A district can monitor the effectiveness and implementation during the life of the plan. The student progress and adult implementation measures provide a reporting system that will create progress reports for the district and buildings to use with leadership teams for plan monitoring. The reports will also address the federal requirement for monitoring implementation of programs funded with federal funds. (ESEA Sections 1003, 1112, 1114, 1115) An essential part of the planning process is determining if progress is occurring, or if adjustments need to occur. Evaluations will occur in the new three-year cycle. This function can provide information for the end of plan evaluation and assist in determining how best to proceed for the next three-year plan cycle.

ONE PLAN MANUAL
The One Plan User Guide has a new name and has been updated. The guide’s new name is now called One Plan Manual. The guide was provided last spring for districts as we began building the new One Plan to assist districts with submitting their plans. The manual was updated to provide more updated pictures to what the One Plan looks like now after it has been in operation for several months. New sections have been added as well such as the Approval Process and Reporting Results. It is located in the same place in the Document Library and the Office of Federal Programs webpage, just has a new name now.

ONE PLAN ENHANCEMENTS
- Warning Messages have been enabled.
- Red has replaced the blue trash can for ADA compliance.
- Agency administration screens to better serve our stakeholders on editing rubrics, refreshing plans and an approval/return override.
- Reporting Menu for both the agency and district/building use. Power BI reporting tools and visual aides will be available for data analysis and status.
- A change log has been enabled as part of auditing and tracking of changes in the ED STEPS system.

ONE FUNDING APPLICATION
Current work on the One Funding Application continues as we design and develop improved grant application user interface, workflow that is intuitive and process oriented.

Questions?
If you have any questions, please contact your Office of Federal Programs consultant. Find their contact information in the Address Book in the OHIO ID Portal, then the CCIP application. For additional assistance, please contact federalprograms@education.ohio.gov.