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CCIP Note #299

Keywords: PACTS Self Evaluation; Comparability
Attention: Superintendents, Treasurers, Title I Directors/Coordinators and Consolidated Application Contacts
Summary: PACTS Self Evaluation for LEAs in 2012-13 cohort is due June 30, 2013. Title I Comparability annual reporting; information about completing the Comparability Report using the Web-based application

FYI

Program Audit and Compliance Tracking System (PACTS) Self Evaluation

Superintendents, Treasurers, Title I Directors/Coordinators and Consolidated Application Contacts

PACTS is a four-tiered compliance monitoring system established by the Office of Federal Programs (OFP), Ohio Department of Education (ODE) in 2004. The four tiers include: Data Quality Review; Self Evaluation; Telephone Survey, and Onsite Review. The purpose of this system is to assist Local Educational Agencies (LEAs) in meeting compliance requirements with federal entitlement and competitive grants.

All LEAs in Ohio receiving federal grants are divided into three cohorts that are monitored on a three year cycle. Every LEA has to complete the PACTS Self Evaluation in their assigned cohort. You may view which cohort your LEA is in by accessing the district cohort list at: https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=78157

In the past, LEAs completed a web-based PACTS Self Evaluation available through the SAFE account. ODE is in the process of developing a new web-based system for the 2013-2014 school year.

In the interim, LEAs in the 2012-13 school year cohort may use the PACTS Self Evaluation that is available in the checklist format. LEAs can enter comments/explanations in the 'Completed/Notes' section of the checklist.

LEAs are requested to complete the PACTS Self Evaluation and submit the document to the Office of Federal Programs on or before June 30, 2013. The Self Evaluation should be e-mailed to your OFP consultant.

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FYI

Title I Comparability Annual Report Submission Reminders

Superintendents, Treasurers, Title I Directors/Coordinators and Consolidated Application Contacts

Comparability Web-based Report Due Dates

- **EMIS Data Report Option**:
  January 29 – February 19, 2013. The SAVE button will be activated on January 29, after EMIS closes on January 25, 2013.

- **SELF Report Option:**
  December 10 – January 31. The **SAVE** button is currently active for the SELF Report.

Access

To **access** the Web-based Comparability Application, users must have a SAFE Account and one of the following **roles** in OEDS-R: Superintendent, Treasurer, Data Entry Funding-CCIP, and Coordinator-Title I Programs.

Notification to LEAs

The system was activated on December 7. At that time, the system generated an email notification to the superintendent and treasurer if the district is required to complete the report. Those who have access in the SAFE Account can also check the Comparability Web-Based Home Page if the district is required to complete the comparability report. The message will be highlighted in color and will say “Required” or “Not Required” to complete the report.

Comparability Directions

Web-based Directions, a Template for Procedures, and a Title I Q and A document are located in the Help link of the Comparability web-based application and in the CCIP Doc Library under Financial Information -Comparability-Title I.

The comparability requirement does not apply if the LEA has only one building in each grade span. Community schools have not had to do the Comparability Report to date since none have had more than one building in a grade span. If the LEA has more than one school in a grade span, or if grade spans overlap, the comparability requirement may apply (see further details in ODE’s Comparability FY13 Web-based Directions).

The LEA must develop **written procedures** for compliance with the comparability requirement and implement these procedures annually. These procedures should, at a minimum, include the LEA’s timeline for demonstrating comparability, identification of the office responsible for making comparability calculations, the measure and process used to determine whether schools are comparable, and how and when the LEA makes adjustments in schools that are not comparable. SAMPLE Title I Comparability

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Procedures can be found in the CCIP Doc Library or in the Help link on the Comparability home page.

If you have questions or need assistance, please contact either your federal program consultant or e-mail Comparability@ode.state.oh.us or contact the core Ed Peltz, 614-752-1571, (edward.peltz@ode.state.oh.us) or Elena Sanders, 614-752-1561, (elena.sanders@ode.state.oh.us). Karl Koenig, 614-752-1597) may be contacted if you need technical assistance.

Documentation Retention: Records must be retained for three years, for audit purposes, including the source data for your calculations, the actual calculation, written comparability procedures, local definition of instructional staff, district organizational chart and proof of any actions you took in response. In addition, the district must maintain up-to-date records of having established and implemented an agency-wide salary schedule, a policy to ensure equivalence among schools in teachers, administrators, and other staff, and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.