#EachChildOurFuture

Support Schools Tool User Technical Manual



PREPARED BY THE OFFICE FOR IMPROVEMENT AND INNOVATION-FISCAL YEAR 2023

Ohio Department of Education

Table of Contents

About Support Schools Tool 3
Who uses it? 3
Why? 3
Due Dates and Feedback Timelines: 3
Access and OEDS Roles 4
What roles are needed to access the Support Schools Tool? 4
Signing into OHID 5
Using the Tool 8
Questions 8
Uploading documents 10
District and Sponsor Feedback 11
Submitting Responses 12
State Support Team (SST) and Department feedback 12
Important Reminders 13

About Support Schools Tool

Who uses it?

Any district or school can utilize the Support Schools Tool to monitor the progress of their One Plan. An organization that chooses to utilize the tool as a self-survey will only receive feedback from the Department if they request so.

Required Use: EDSTEPS Cohort 1 districts and schools with Priority, Focus or Warning designations must complete the Support Schools Tool.

District Level:
Districts containing Priority schools must complete the survey reflecting on their District-Level Plan.

School Level:
Priority schools must complete all questions in the survey. Focus and Warning Schools must complete only assigned questions but may complete all questions.

Support Agencies Feedback:
Districts containing priority schools must provide feedback within the tool to the Priority school's responses.
Sponsors may also provide feedback to Community Schools with a designation.
State Support Teams and Ohio Department of Education staff will provide feedback on submissions from Priority schools and District-level submissions.

Why?

The *Every Student Succeeds Act* requires the Ohio Department of Education to monitor the development and implementation of school improvement plans (One Plans) for districts that contain Priority schools and schools that are designated as Priority, Focus and Warning. Districts must also monitor the One Plans of designated schools.
The Department designed the Support Schools Tool to help all districts and schools track the implementation of their One Plans. The Support Schools Tool questions will aid district and building leadership teams reflect on and adjust the implementation and execution of their One Plan. Use of the tool also promotes collaboration between district, school, State Support Team members and Department staff.

Due Dates and Feedback Timelines:

Schools with Priority, Focus and Warning designations should complete the survey no later than **March 1, 2023.** Districts or sponsors should review responses and **provide written feedback** to the schools' responses within the tool by **March 1, 2023, prior to submission.**

Districts that contain a Priority school are also required to complete the Support Schools Tool at the district-level by **March 1, 2023**.

Department staff as well as the district's State Support Team will provide feedback in the tool by **March 31, 2023**.

Access and OEDS Roles

What roles are needed to access the Support Schools Tool?

The Support Schools Tool will go live in January 2023 and schools district team members can access the survey through the ED STEPS Dashboard or the Monitoring Application in the OH|ID portal. A person must have one of the following OEDS roles to access the Support Schools Tool.

These **school-level** OEDS roles provide access to the school-level Support Schools Tool:

- Principal
- Assistant Principal
- Data Entry-Compliance
- Data View-Compliance

These **district-level** OEDS roles provide access to the district-level Support Schools Tool:

- Data Entry-Compliance or Data View Compliance
- Superintendent or Superintendent Designee

The district superintendent grants access by asking the district's OEDS Organization Administrator to assign one of the above roles.

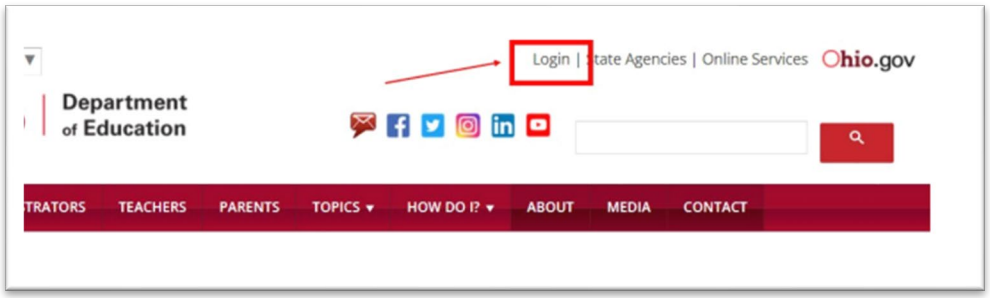
Community School **sponsor-level** OEDS roles provide access to the Community School's Support Schools Tool:

- Primary Contact – School Sponsorship
- Secondary Contact – School Sponsorship

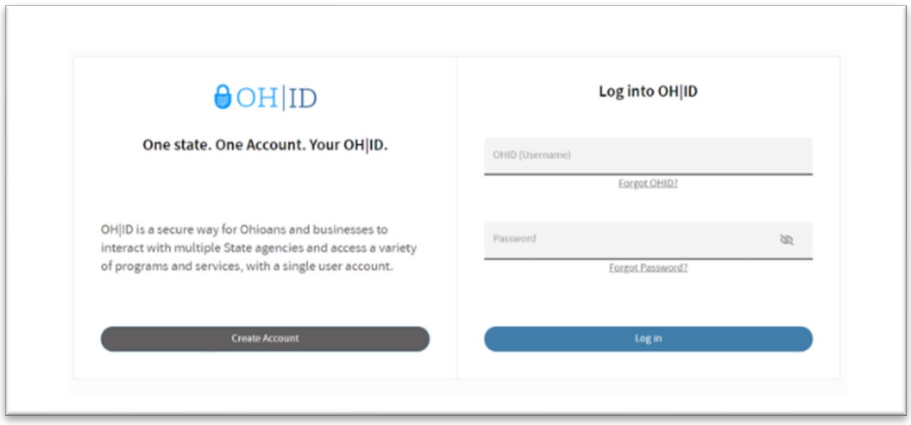
Signing into OHID

Access the OH|ID portal by clicking the “Login” link at the top of the Department’s homepage or go to the OH|ID portal directly at https://ohid.ohio.gov

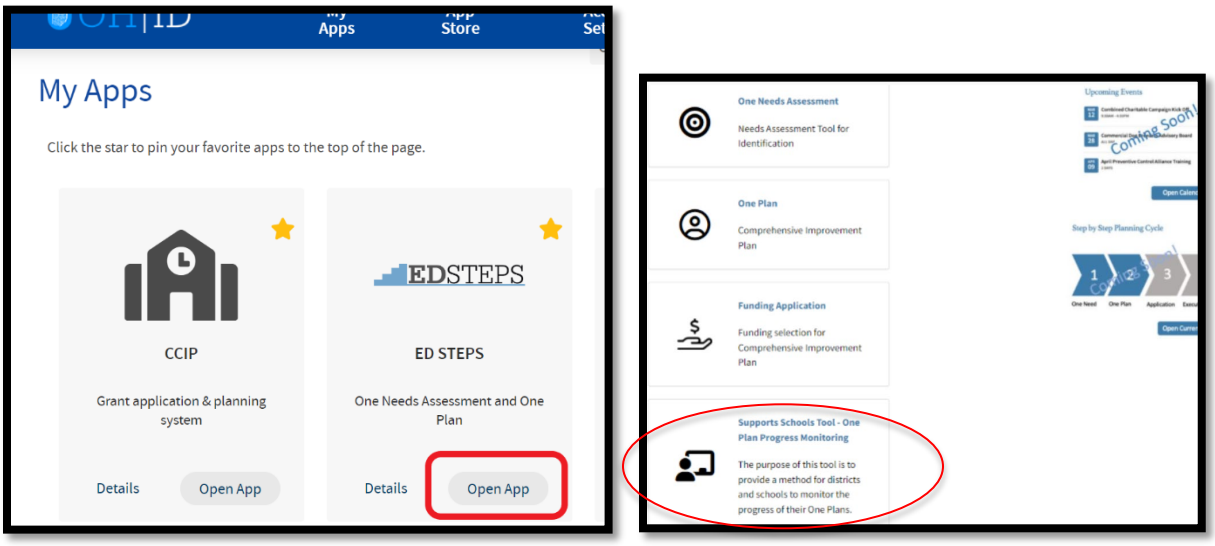
Step 1: Click login from the Department’s homepage.



Step 2: Login to OHID.



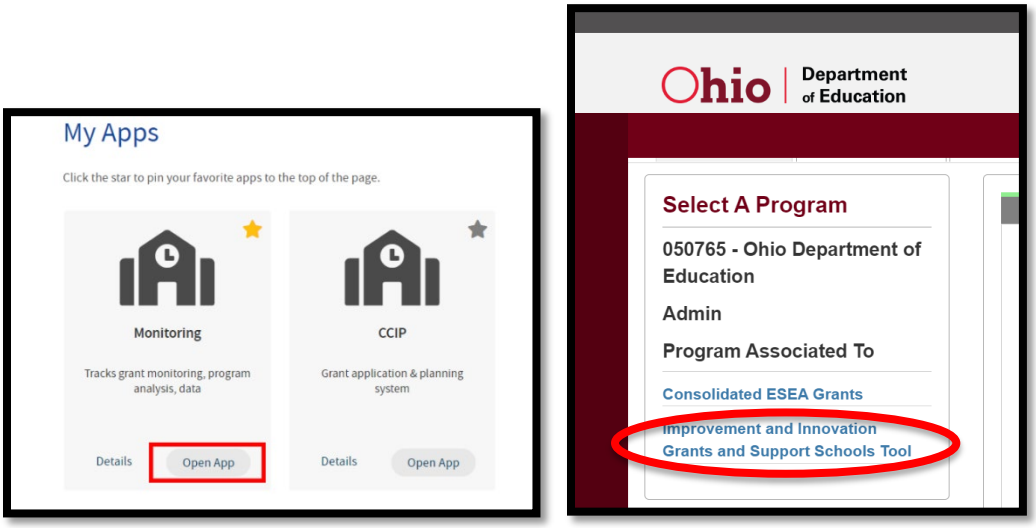
OPTION 1: EDSTEPS dashboard Access



Step 3a: Find and select the “EDSTEPS” tile, then select Support Schools Tool.

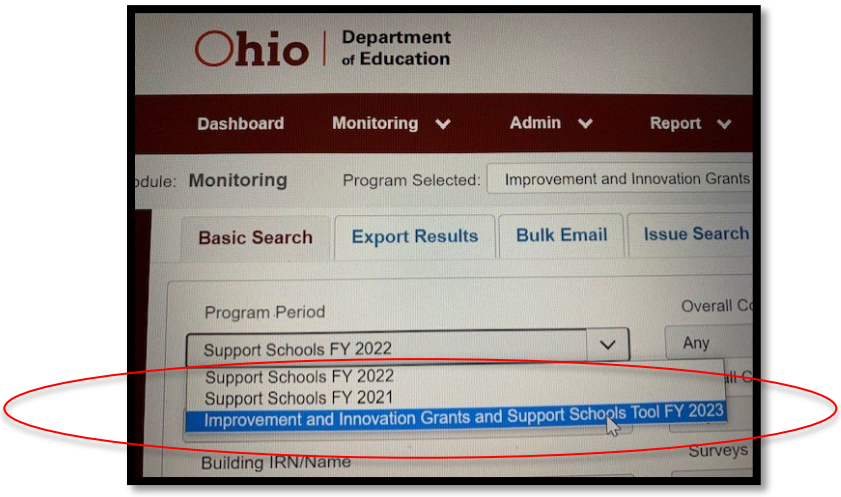
OPTION 2: Monitoring Tile Access

Step 3b: Find and select the “Monitoring” tile.

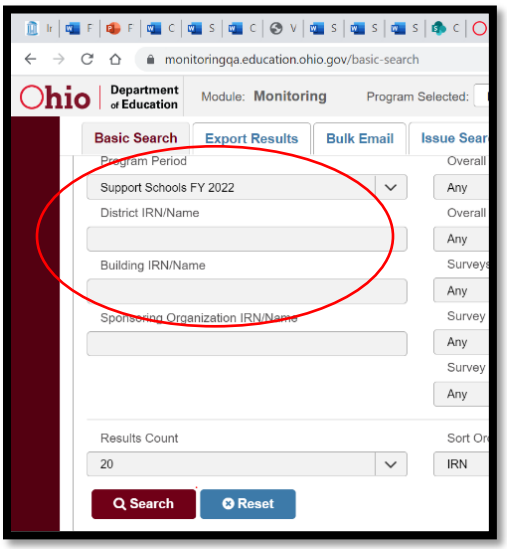


Step 4b: Select Improvement and Innovation Grants and Support Schools Tool.

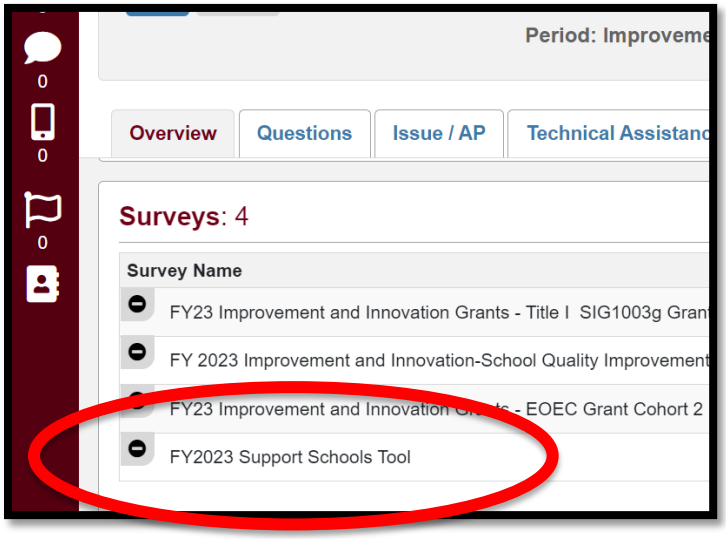
Step 5b: System may default to 2022. You will need to select Improvement and Innovation Grants and Support Schools Tool FY 2023.



Step 6b: Enter building or district IRN and click search. Then scroll down and select building or district.



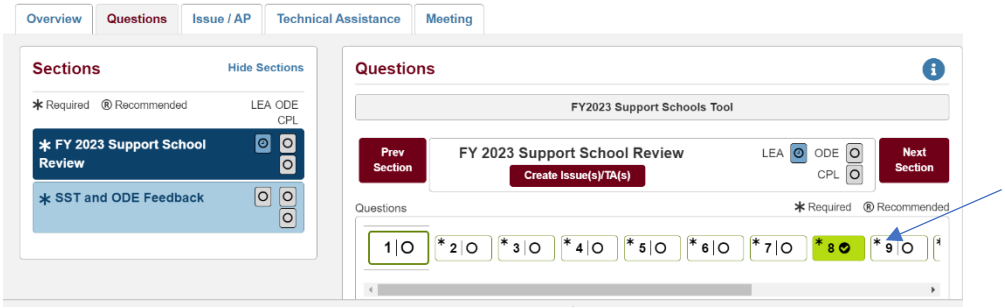
Step 7b: Click on the Questions tab at the top then if you have more than one survey, Select Support Schools Tool. Scroll down to see Support Schools Tool Questions.



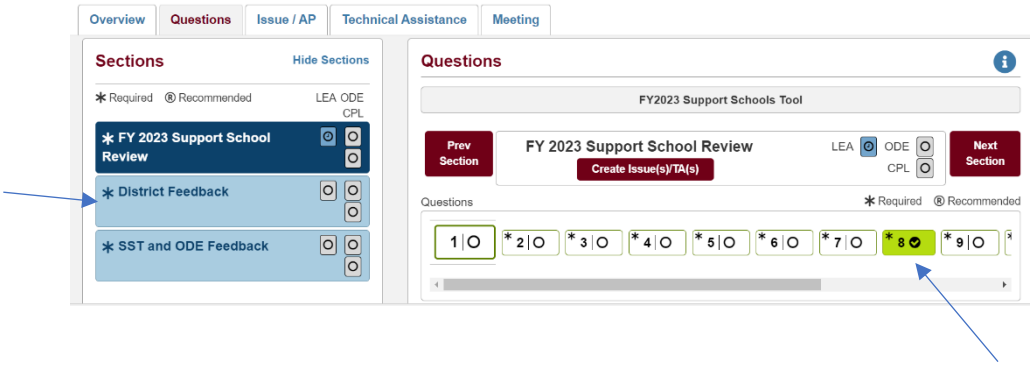
Using the Tool

Questions

District Level Surveys only have two sections: one for questions and one for SST/ODE feedback. Required questions will have an asterisk (*).



School Level has an additional section for district level feedback. Community Schools will show an additional section for Sponsor Feedback. The question number tab will turn green when the question is completed.



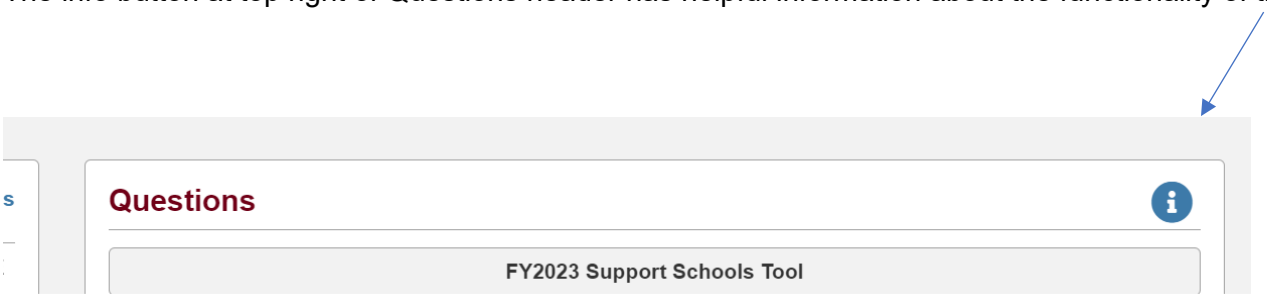
Question 1

The first Question contains instructions for the tool. There is no response needed. You will need to click on the question 2 tab to begin answering questions 2-13.

Questions 2-13

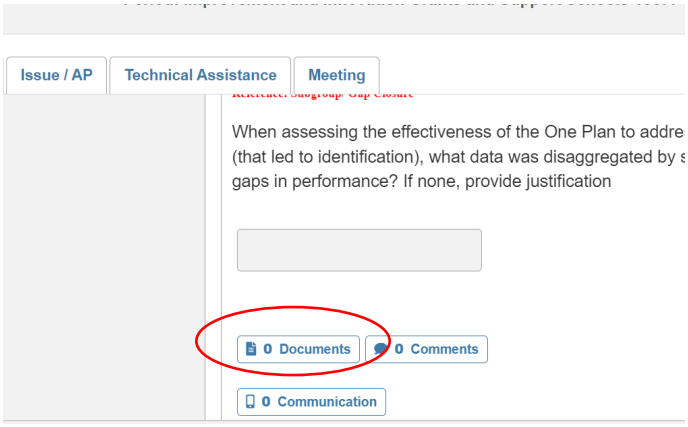
Questions may require YES/NO responses, text box responses and/or document uploads. If data is unavailable, you may need to upload a document to provide justification for lack of information. The question tab at the top will turn green when the question has been answered. Confirmation of a document upload by clicking YES is required.

The info button at top right of Questions header has helpful information about the functionality of the tool.

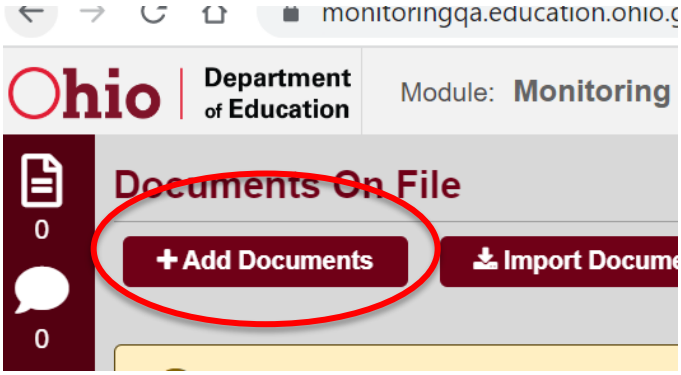


Uploading documents

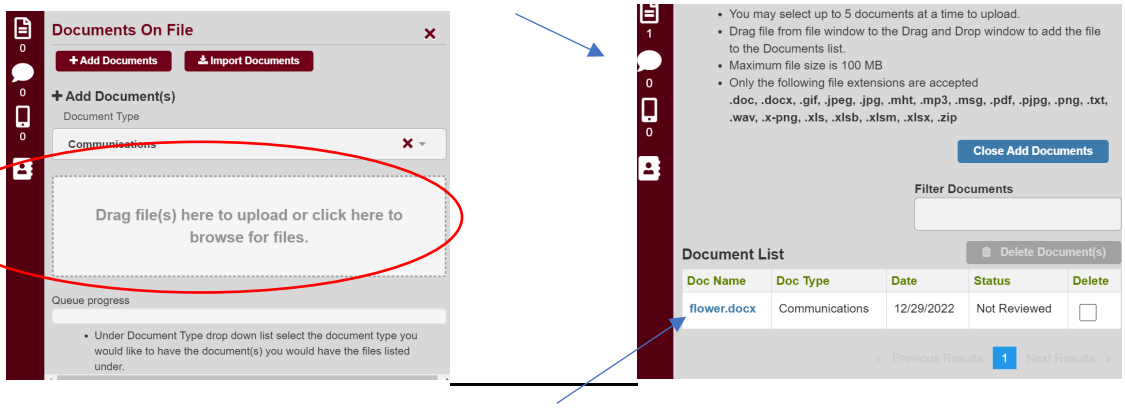
To upload a document, click on the Documents button and follow instructions.



A window will open to the left. Click on Add Documents.

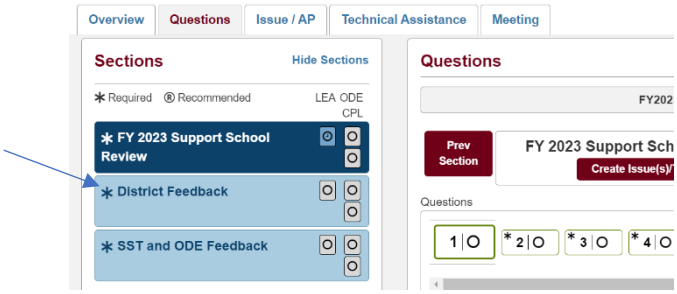


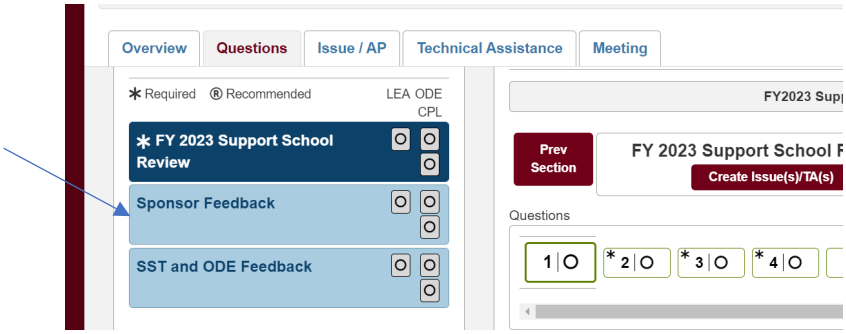
First, select the type of document. Then, either drag and drop documents into the space indicated or click on the space to browse files. If you scroll down after adding a document, you can see that it has been added. A document count will show to the left. Please do not upload more than 4 documents per question.



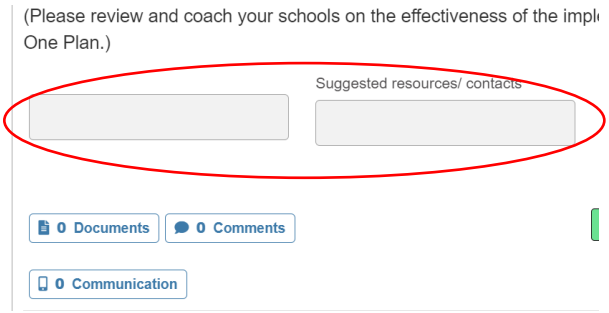
District and Sponsor Feedback

If there is an asterisk (*), the feedback is required.



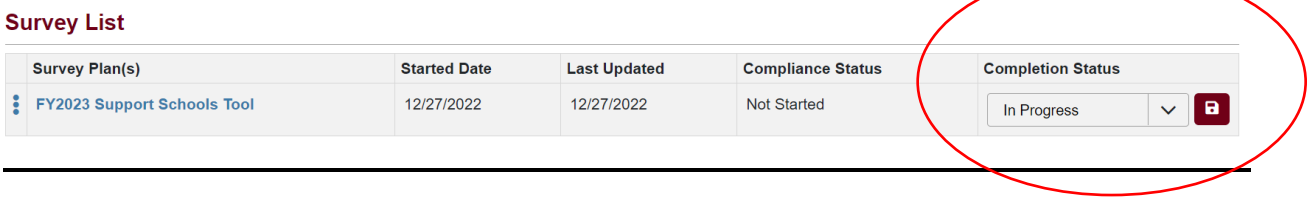


District Teams and Sponsors are encouraged to reflect on the responses provided in the tool by a school in the left text box. Additionally, any suggested resources or contact information that would be helpful for a school can be added in the right text box. District Teams and Sponsors can upload any documents that might be helpful for the school to utilize based on their responses to the tool.



Submitting Responses

After answering all required questions within each survey section, the user selects Submitted or Completed (depending on survey type) from the Completion Status drop-down menu and clicks save.



The system will not allow the user to submit or complete the survey until all required questions have been answered. An error message identifies the section(s) with unanswered required questions that needs to be completed prior to completing the survey.

State Support Team (SST) and Department feedback

SST and Ohio Department of Education staff will review the school and district response as well as any feedback provided. They will provide any additional feedback, support, or suggested resources.

PRINTING A SURVEY TO PDF – QUESTIONS AND RESPONSES: The application converts a survey to a printable PDF. Adobe Acrobat Reader or a browser capable of reading PDFs is required. Click the icon on the left edge of the Survey Plan(s) area to show the Download PDF option on the screen. Once the PDF option is selected, the system will generate the PDF in a separate browser window. Then save the survey PDF to your computer.

Important Reminders

- Leadership teams should complete the tool collaboratively.
- In preparation for using the Support Schools Tool, district and building leaders will need to gather data related to each area addressed in the tool. They must provide documentation to support responses to questions. It is best practice that all members of the review team have access to a copy of the One Plan as the team completes the tool.
- Authentic reflection on the current One Plan is a critical component of the Support Schools Tool. The tool is not just a compliance item; it is a process for identifying barriers, opportunities and strengths and weaknesses within the progress of the plan implementation. Reviewers will be looking for honest reflection on data to provide useful feedback and support.
- Do not upload data that contains personally identifiable information.
- **Question 1** – Is Not an actual Question it is only instructions for the tool and does not require a response.