Ohio | Department of Education

CCIP Note # 451

Re: ED STEPS Transition Planning Timelines and Expectations for LEAs in Cohorts 2 and 3
Date: October 26, 2020
To: Superintendents, Treasurers, Authorized Representatives, Fiscal Representatives and Consolidated Funding Application Contact of Cohort 2 and 3 Local Educational Agencies and Educational Organizations

Moving to the Future: Three-Year Planning Transition

A major component of the ED STEPS project is to transition to three-year planning cycles with annual funding applications aligned to those plans. As part of this transition to three-year planning cycles, the Department assigned all local educational agencies (LEAs) and certain educational organizations to one of three *One Plan Cohorts* (click for CCIP Note 430). A listing of cohort assignments may be found here. This past year, the Department piloted the three-year planning cycle process with a group of 40 diverse LEAs. For this coming year, the Cohort 1 LEAs and educational organization will transition to three-year planning for the next three school years (SY) 2021-2022, 2022-2023, and 2023-2024. The planning process for Cohort 1 begins in November 2020 with the identification of the needs over the next three years through the ED STEPS One Needs Assessment prototype tool. ***LEAs and educational organizations in Cohort 2 and 3 are not beginning their transition to three-year planning in this coming year. Cohort 2 and 3 organizations will continue the one-year planning process until their Cohort's three-year planning cycle.***

Expectations for Cohort 2 and 3

While Cohort 2 and 3 LEAs and educational organizations are not yet submitting three-year plans, these organizations should be aware of system changes and requirements impacting all Cohorts as we prepare for the upcoming year and continue to pilot the ED STEPS process, including the following:

- Requirement to Begin Using the One Needs Assessment Prototype: Last year, the Department created a One Needs Assessment Prototype to prepare for the ED STEPS system design. At that time, all LEAs were encouraged to use the One Needs Assessment tool but only certain LEAs were required to use it. This year, all LEAs and educational organizations that complete a consolidated funding application **are required** to use the One Needs Assessment tool to fulfill the needs assessment requirement. The CCIP Needs Assessment will no longer be available. The One Needs Assessment will be released in late November 2020 along with resources and training materials.

- Trainings and Support Materials: As we get closer to the beginning of the release of the One Needs Assessment tool and planning cycle (mid to late November 2020), the Department will provide more guidance and support opportunities. Currently, the Department is producing helpful training videos and webinars on the One Needs Assessment and One Plan components. The trainings will focus on the root cause analysis, updated resources including a user manual, navigation video, glossary, FAQs and a reference guide that shows all of the needs assessment questions and triggers. Please stay posted for additional communication regarding these resources and trainings.

- Updates and Enhancements to Current Technology Systems based on ED STEPS Pilot Feedback: Several enhancements are being made to the current technology tools based on the feedback we received from the Phase 1 Three-Year Transition ED STEPS Pilot. We are making enhancements to the current systems in order to pilot them when we build the new system. These enhancements include:
  1. **One Needs Assessment Progress and Need Identification Report**: The Department is creating a new report to allow LEAs to see their building-level progress on completing their needs assessments. The report also gathers all of the identified building-level priority needs and root cause answers into a single location.

2. **Added Technology-Focus Questions**. The Department heard feedback on the types of questions used for identifying needs, including the need to add questions around technology.
3. **Importing Features**: Improvements are being made for importing the One Needs Assessment into the CCIP Planning Tool for better alignment of the plans with the identified needs. The import feature will help guide the process of writing a plan based on the priority needs, improvement areas and root causes identified in the One Needs Assessment. LEAs and educational organizations must ensure their plans are aligned to their needs assessment.

- Important Reminder: Since Cohort 2 and 3 organizations are still completing their needs assessments and plans every year until their three-year transition, these organizations will need to annually complete a needs assessment and update their plans to ensure alignment to their needs assessments. When the Cohort enters their three-year planning cycle, this update will only be needed if the Cohort makes changes during the three-year process or changes to an identification status that has additional required questions. The CCIP Planning Tool will not have a roll-over capability until an organization enters their three-year cycle.

- Cohort 2 and 3 Tentative Timelines and Suggested Steps
  - Late November 2020: Release of the One Needs Assessment tool
  - Late January 2021: Opening of the CCIP Planning Tool (to begin one-year planning)
  - June 2021: LEAs and Educational Organizations submit annual funding applications aligned to their plans

Tentative Timeline	Step or Action	Suggestion
November 2020	Release of the One Needs Assessment tool	Begin forming the LEA and school personnel groups to work collaboratively on this process and begin identifying needs and root causes before system is open. Verify that the appropriate personnel have the required OEDS roles for using the One Needs Assessment (see page 6 of the user manual for the roles).
January 2021	Opening of the CCIP Planning Tool (to begin planning)	Until the ED STEPS system is built, the CCIP Planning Tool will be used for this process. Utilize the information from the One Needs Assessment and work with all stakeholders to develop SMART goals and strategies over the next year. Attend trainings and review planning webinars, work with SSTs and support from the Office of Federal Programs and other offices.
June 2021	Submit annual funding application	Submit a high-quality funding application aligned to the One Plan with necessary funding details. Ensure the funding aligns to allowable uses and is reasonable and necessary. Once the ED STEPS system is built, the Department hopes to have a streamlined funding application that can be approved more quickly. Help the Department identify areas within the funding application that can be streamlined.

Please contact EDSTEPS@education.ohio.gov with any questions.