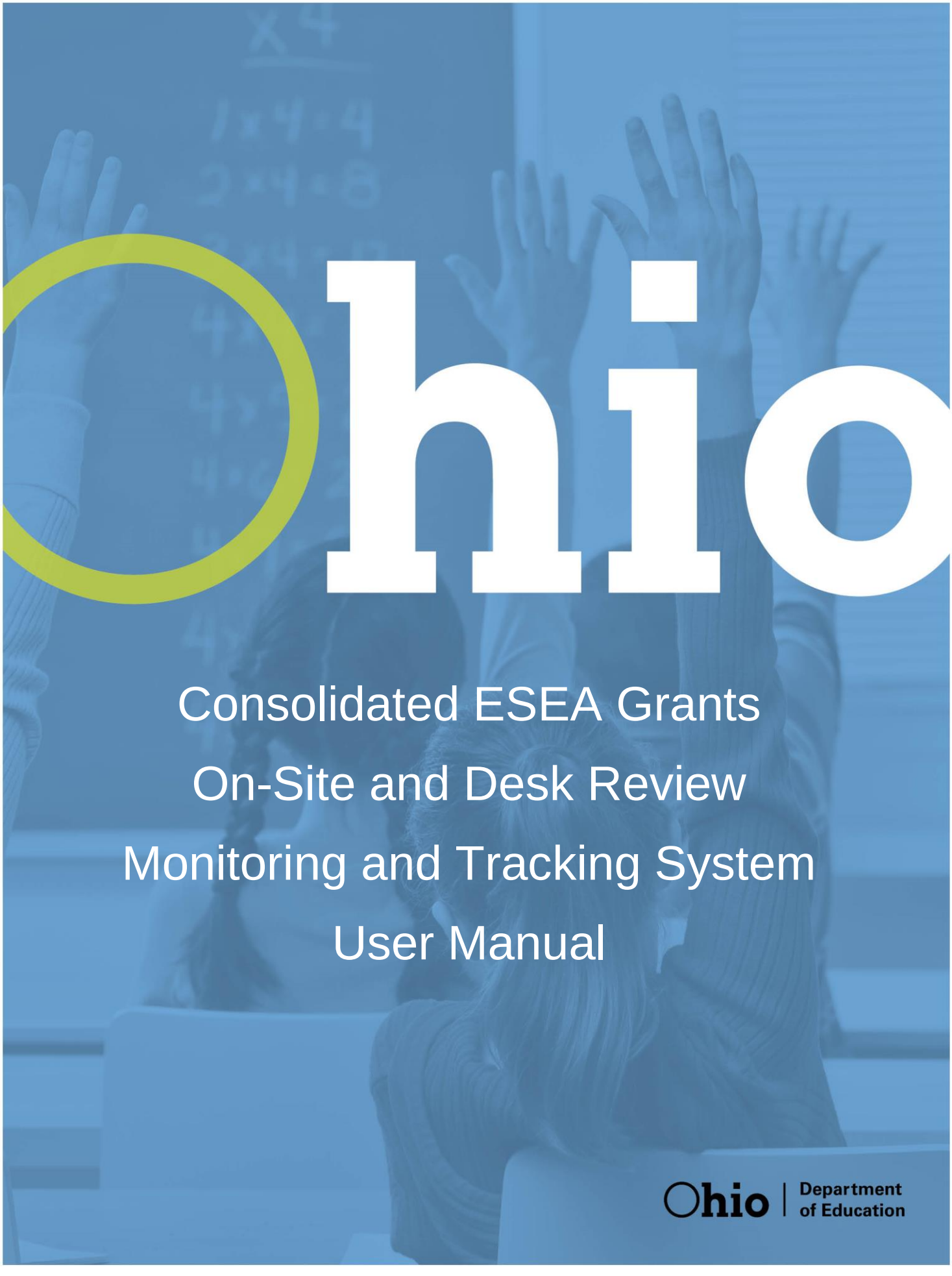


Consolidated ESEA Grants On-Site and Desk Review Monitoring and Tracking System User Manual

Ohio | Department of Education

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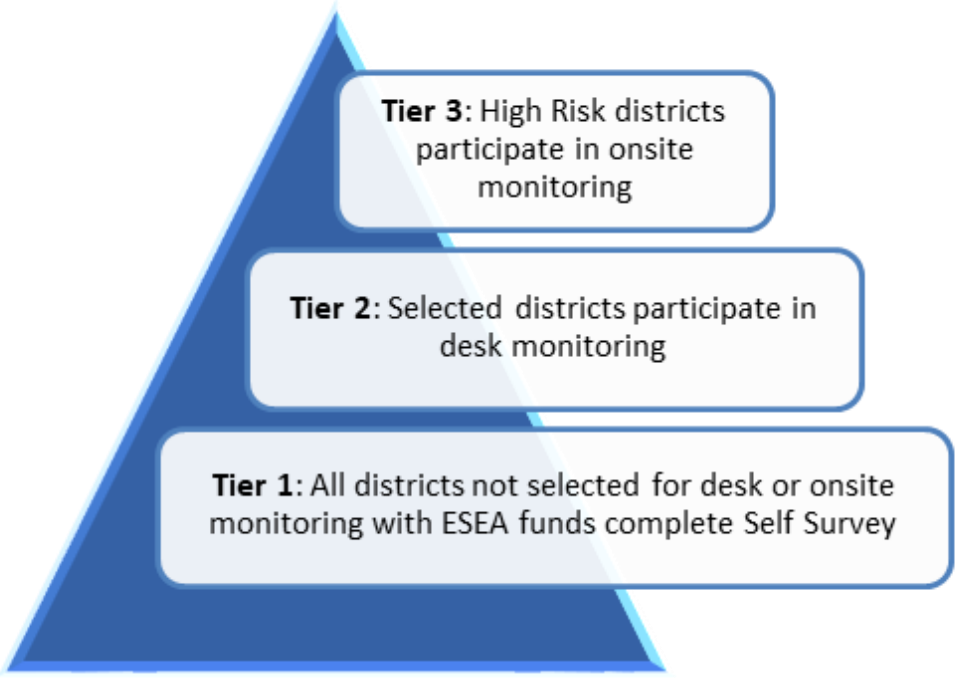
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A. Purpose of Monitoring:

The purpose of monitoring in the Office of Federal Programs is to provide the support districts need with the implementation federal programs while navigating the requirements that each program has within the Elementary and Secondary Education Act. The intent is not to look for things that are wrong, but to learn from districts what they are doing with their federal funds, assure that they are meeting the requirements within each fund, and if this is not the case, assist the district with implementing changes that will help them meet the requirements while also strengthening their programs. This process is done to help protect districts and the state of Ohio from any consequences that may occur from state or federal audits of federal programs and funds in the consolidated application. To maximize this support, a three-tier approach is used for federal programs monitoring.

B. Consolidated ESEA Three Tier Approach to Monitoring

The Ohio Department of Education's Office of Federal Programs monitors compliance with Elementary and Secondary (ESEA) programs through a tiered approach. The tiers include: Consolidated ESEA Grants Self Survey, desk review, modified desk review and on-site review. Risk factors are used to determine which tier a district will complete.



I. Federal Programs Self Survey

The Office of Federal Programs divides all districts in Ohio receiving federal grants into three tiers based upon a risk factor analysis and monitors them yearly. Every district not selected for a desk or on-site review must complete the Consolidated ESEA Grants Self Survey. The FY21 survey will be available in the monitoring system OH/ID Monitoring tile. The deadline to complete the survey is June 30, 2021. If you have additional questions, please contact your consultant in the Office of Federal Programs.

II. Federal Programs Desk Review

The Office of Federal Programs selects approximately 8 percent of the districts in the current school year for additional monitoring through a desk review. The district and the Federal Programs consultant arrange the desk review together. The district uploads specific requested documentation into the monitoring and tracking system. Upon satisfactory completion of the desk review, the Office of Federal Programs consultant completes the survey in the monitoring system indicating that the district has or has not met compliance. The Office of Federal Programs consultant may provide Technical Assistance to the district for area(s) of improvement. If there are noncompliance issue(s), the district must submit a Corrective Action Plan in writing to the Ohio Department of Education for review, resolution and acceptance within 30 days of when the noncompliance issues are submitted to the district. The desk review survey must be completed by May 30, 2021.

III. Federal Programs Modified Desk Review

A modified desk review occurs when a district received a non-compliance item during a desk or on-site review in the previous year. The district must verify the Corrective Action Plan from the previous desk or on-site review has been implemented and that the procedures are in place to sustain the necessary changes to meet compliance. Districts that have a modified desk review, must also complete a self-survey along with the modified desk review.

IV. Federal Programs Onsite Review (FY 21 Onsite reviews will be virtual)

The Office of Federal Programs selects approximately 4 percent of the districts identified for additional monitoring in the current school year for an on-site review. Similar to the desk review, the district uploads specific requested documentation into the monitoring system and provides explanations when requested to survey items. A team from the department of education, led by the district's Office of Federal Programs consultant, visits the district's central office and Title I served schools, as well as non-public schools served by the district. Neglected and delinquent institutions within the district's boundaries may also be visited during an on-site. The team conducts a review of the documentation to verify compliance with requirements outlined in the onsite survey. After the onsite review, the Federal Program consultant and the team will meet and review all the documents and notes from the visit to complete the survey. The district will be notified of the results and any items that are identified as non-compliant as well as timelines for corrective action plans and completion of the survey and compliance items.

C. Introduction to the Monitoring System

Monitoring Season begins each year between November and January. For the FY 21 year, the season will begin later due to a switch to a new compliance monitoring system at the agency. The Ohio Department of Education's Compliance Tracking System has migrated to the new Cloud-Based Monitoring and Tracking System effective January 2020. The migration of the system programs will occur in phases over the next ten months. Districts will be contacted directly by the various program offices as their modules and surveys come available for use.

For those districts which are familiar with and are using the New One Needs Assessment they will be familiar with the new Monitoring and Tracking System because it utilizes the same design and includes similar screens and data collection surveys. The new system was designed to enhance the user's experience by making the system more convenient, easier to navigate and with a friendlier format.

D. Accessing Consolidated ESEA Grants *NEW* Cloud Monitoring and Tracking System

I. Logging on through the OH/ID account

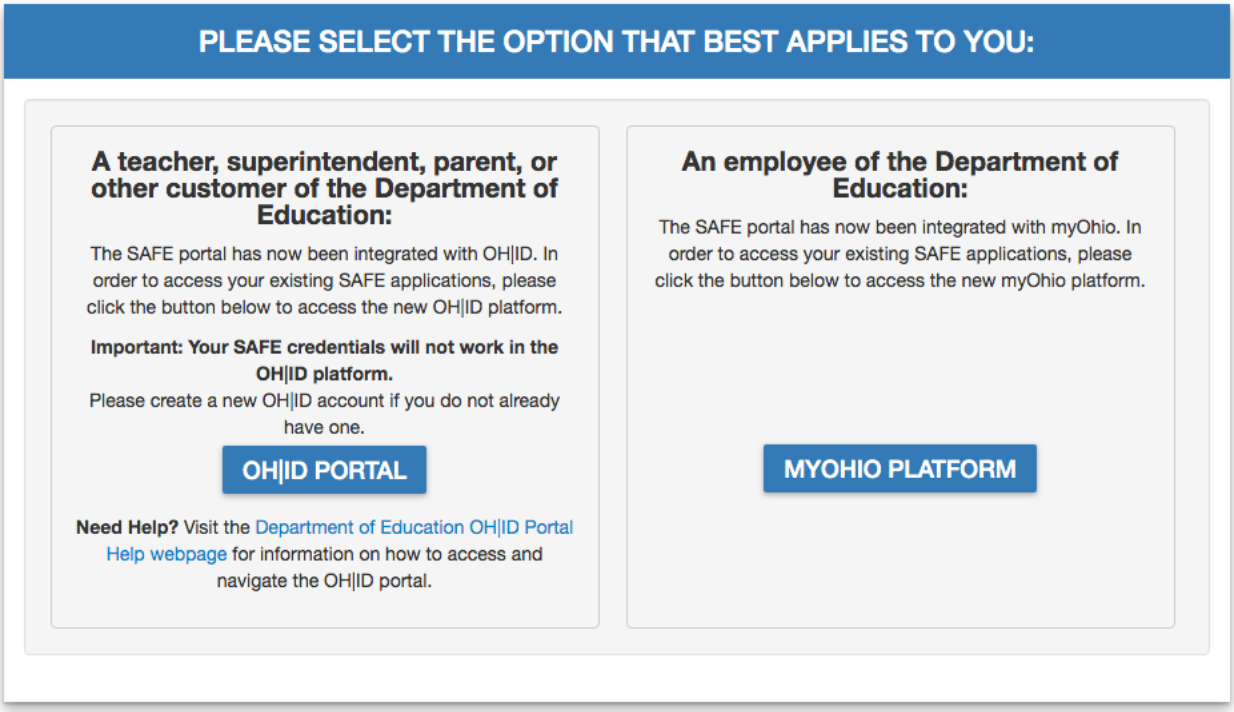
Users can access the online Consolidated ESEA Grants Monitoring Self-Survey through the Ohio Department of Education's OH/ID secure Web portal log-in (formerly known as SAFE (Secure Application for Enterprise). The new OH|ID portal now is online, and all applications are accessible to all education users. Users can access the OH|ID portal by clicking the "Login" link at the top of the Department of Education homepage or going to the OH|ID portal directly at ohid.ohio.gov.

If you need technical support with your account, contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov.

1. Click the "**Login**" link at the top of the education.ohio.gov homepage.

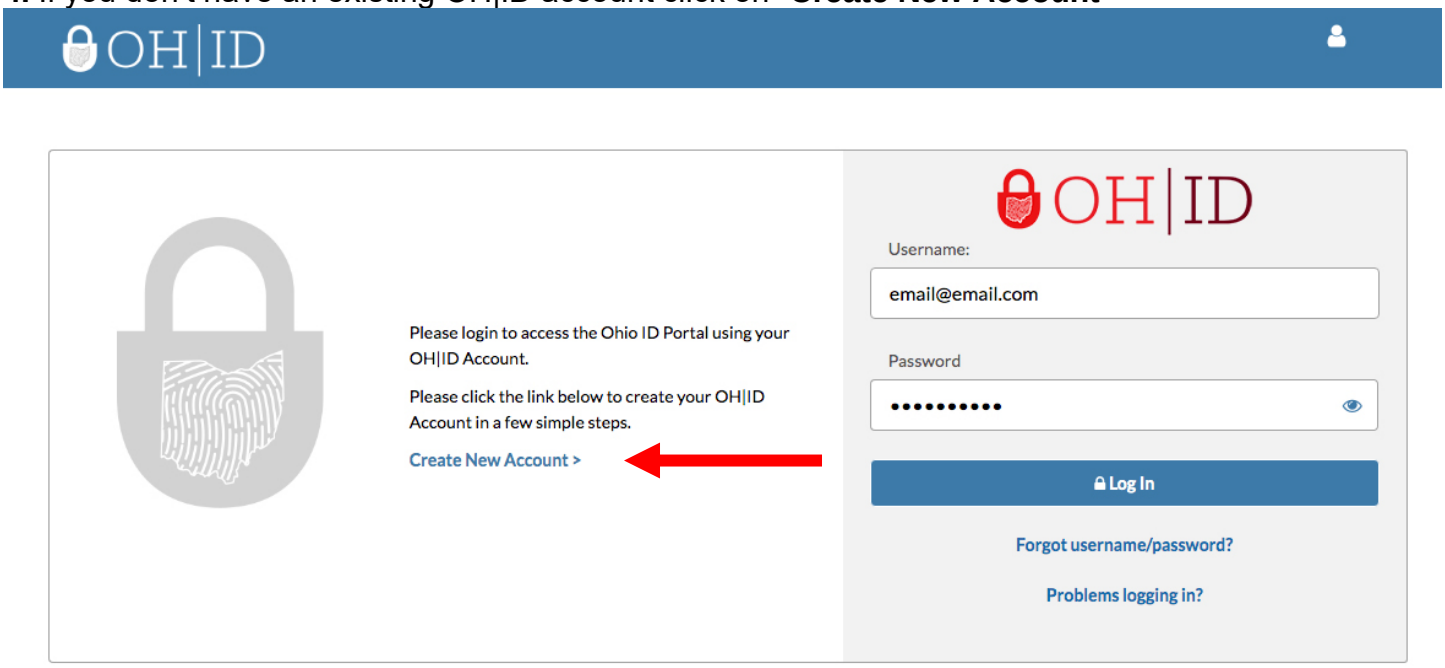


2. Click on the "**OH|ID Portal**" button.



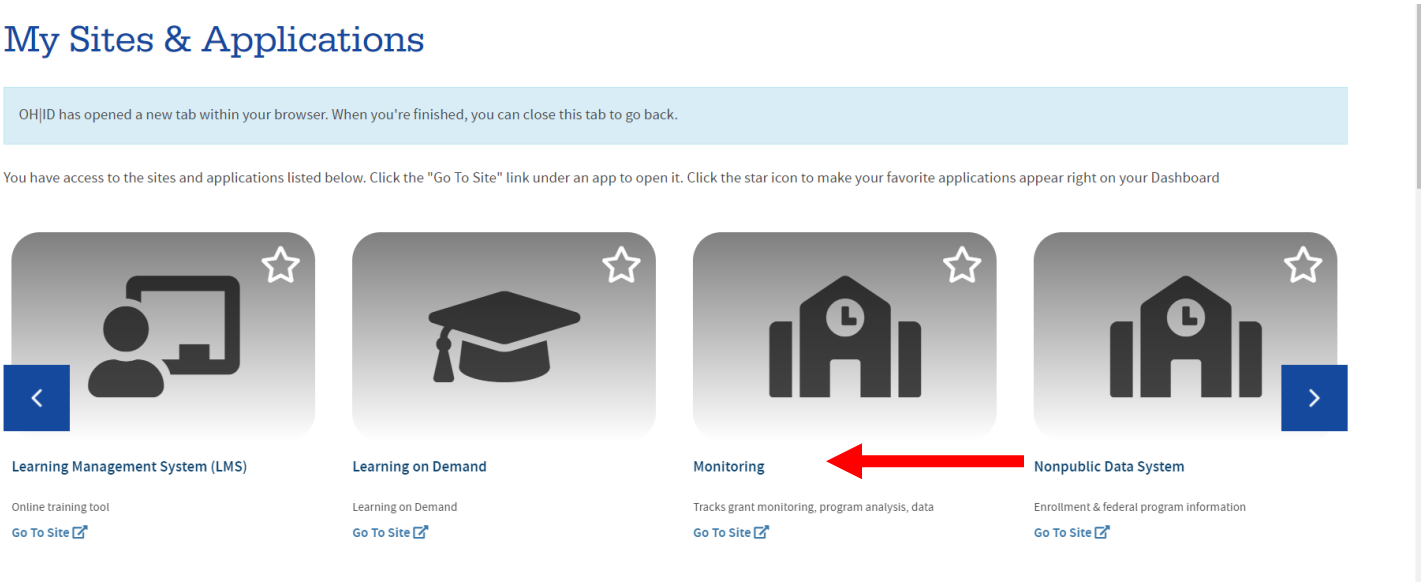
3. Enter your OH|ID username, password and click the "**Log In**" button
Note: Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile.

4. If you don't have an existing OH|ID account click on "**Create New Account**"



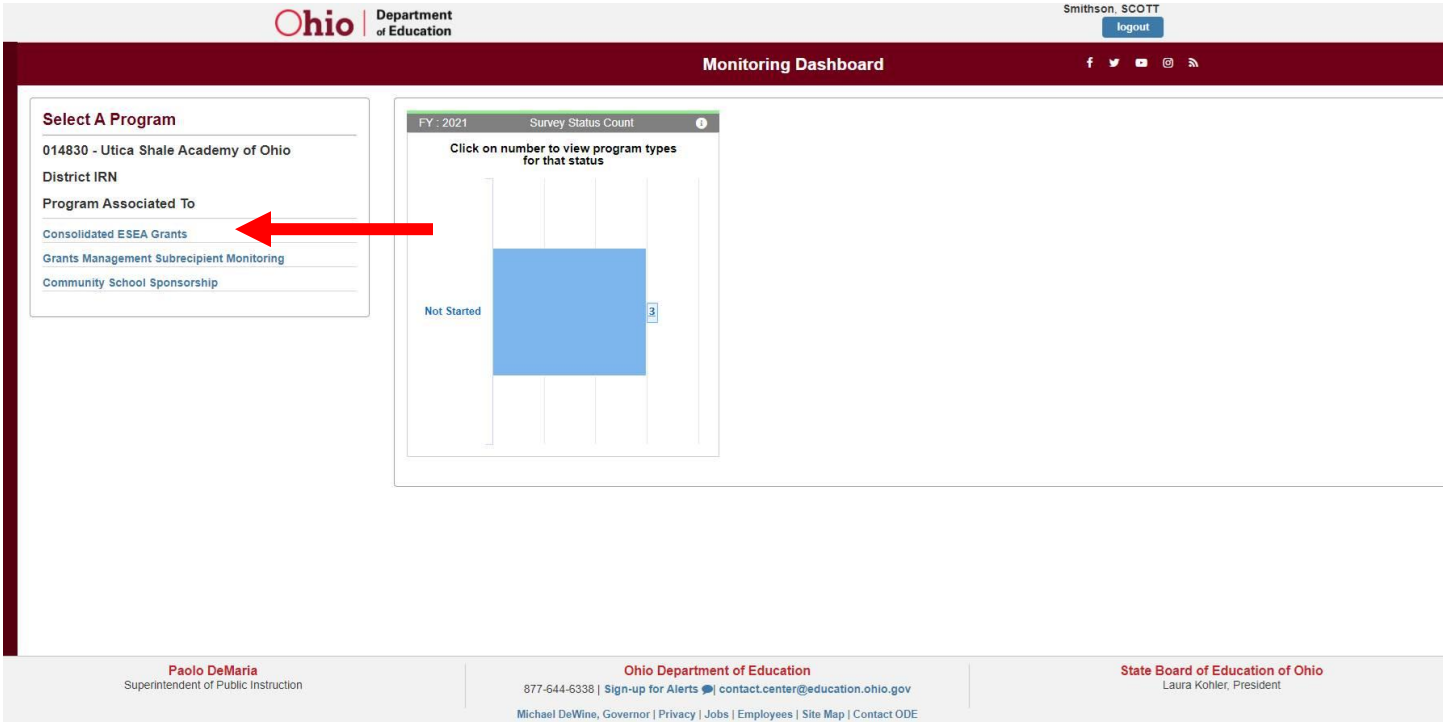
To access **Consolidated ESEA Grants Survey you must have one the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): CCIP Authorized Representative, CCIP Fiscal Representative, Superintendent, Treasurer, Data Entry Planning-CCIP and Data Entry Funding-CCIP. *(If you do not see Consolidated ESEA Grants Survey in the list of available programs, then the OEDS Administrator in your district must assign to you one of these roles.)* Click on the icon beside "Select Programs.

5. Once you are logged-in, you should see a list of programs that you have access to in your OH/ID portal. Select the **Monitoring** program link in the list.



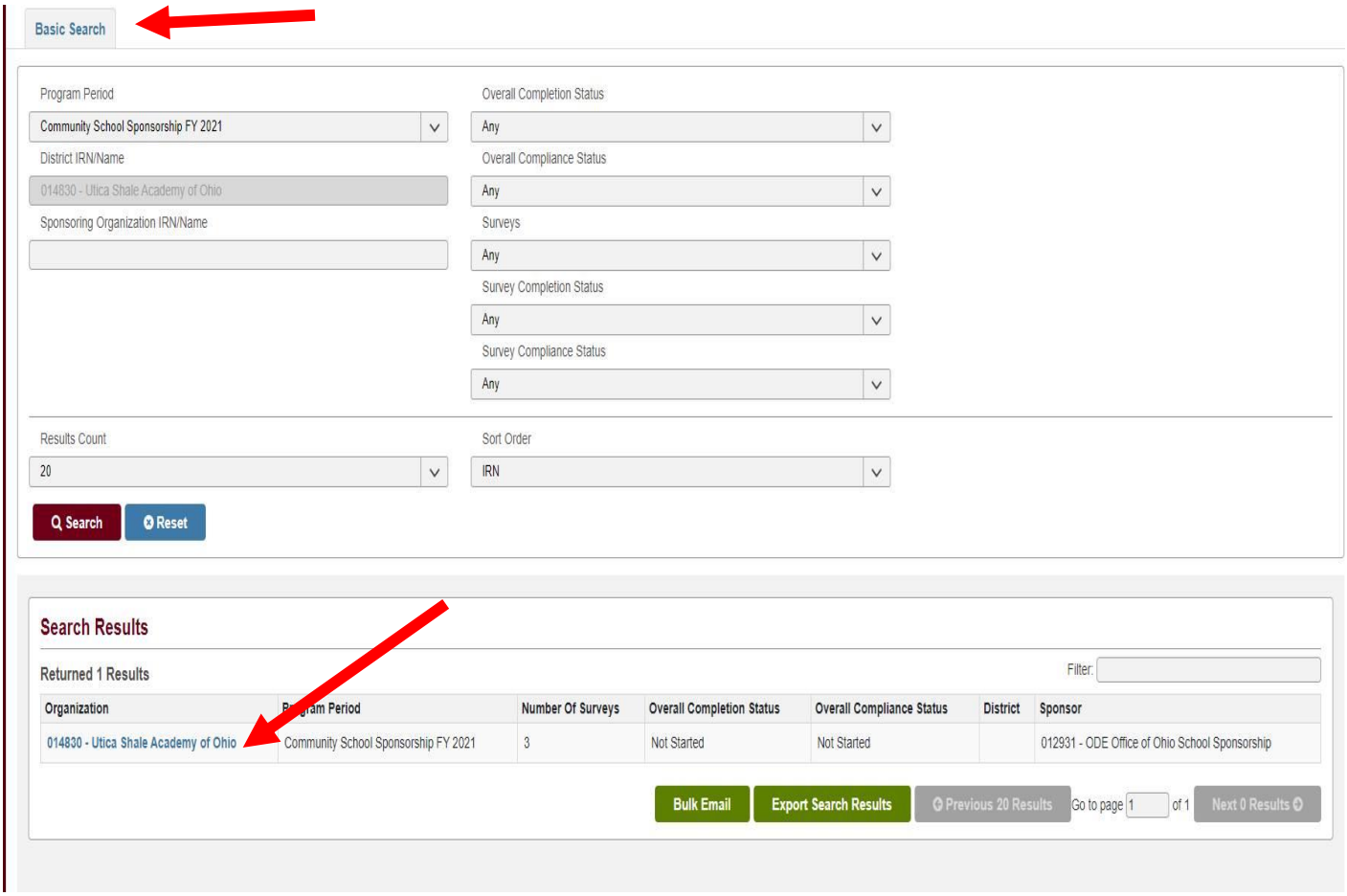
E. Completing Consolidated ESEA Grants *NEW* Cloud Monitoring and Tracking System Survey

1. Once in the Monitoring and tracking system, you will see the Monitoring Dashboard. The Dashboard provides you with information at a glance, as well as Announcements.



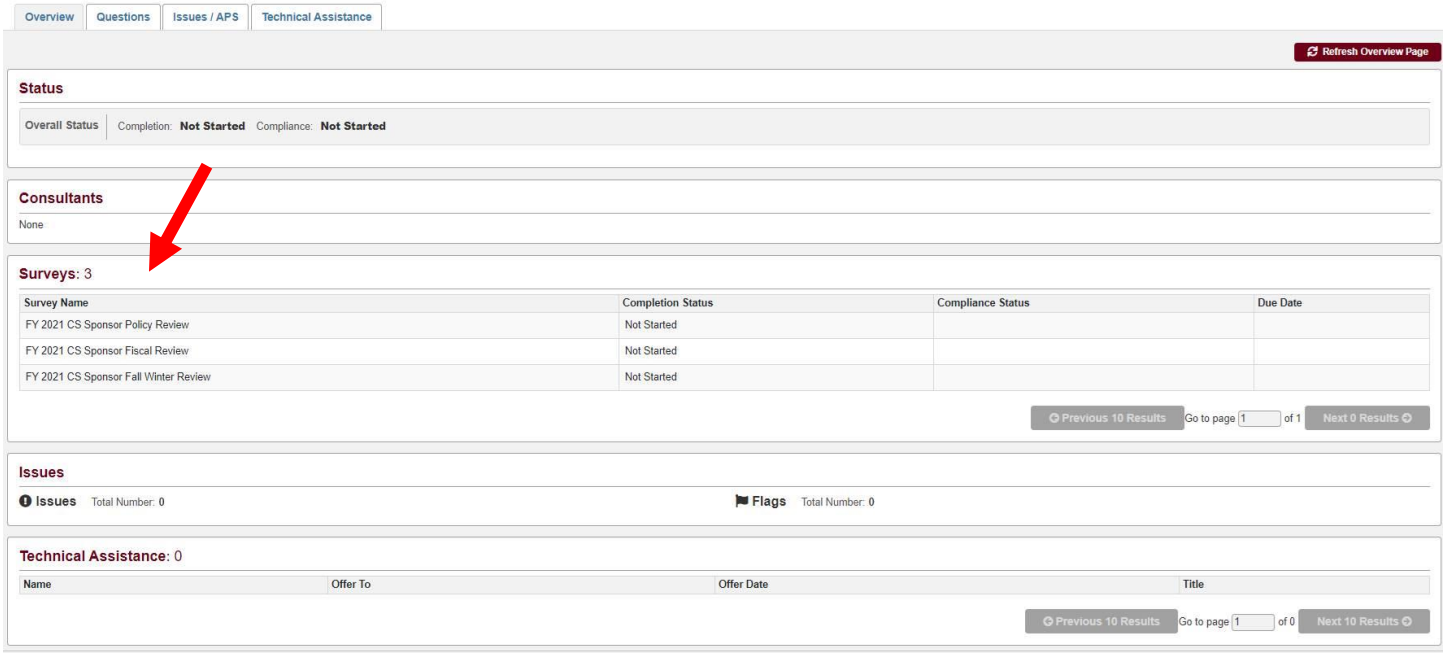
2. Select Consolidated ESEA Grants from list of Available Programs under Select a Program.

3. This will take you to the Basic Search Page. The Basic Search Tab will automatically prepopulate the district in the Search Results below.

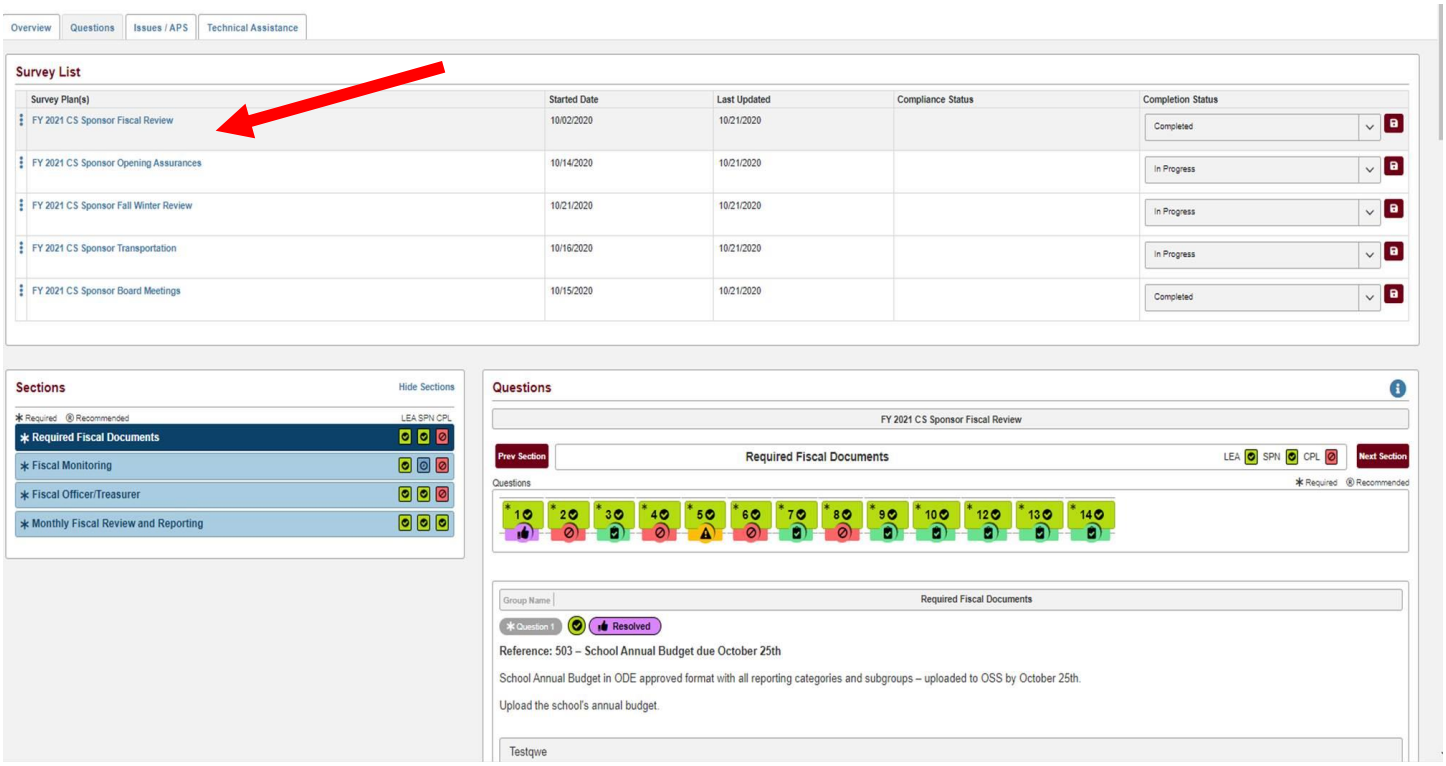


4. Click on the link to your district in the Search Results section.

5. The Monitoring Page will open to the overview tab. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA programs. Most of you will only have one. In the situation below the district has three surveys to complete.



6. Click on the question tab at the top of the page. Select the survey you want to start working on from the list. Change the status to Draft Started. The questions will then populate for your district's survey.

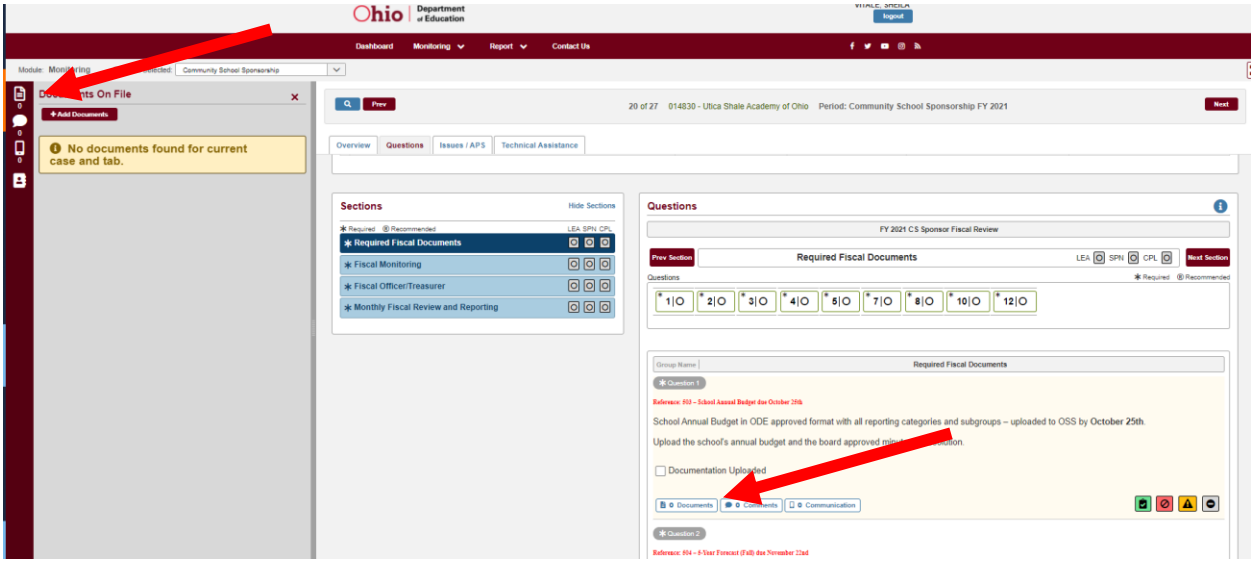


The survey will populate below with the questions organized into sections. Each section has sub-sections located in question groupings on the right. As you highlight a section, the question numbers will show up on the right-hand side of the page. Each grouping of questions will populate below the numbers as you click on the numbers. The sub-section title will display above the questions highlighted.

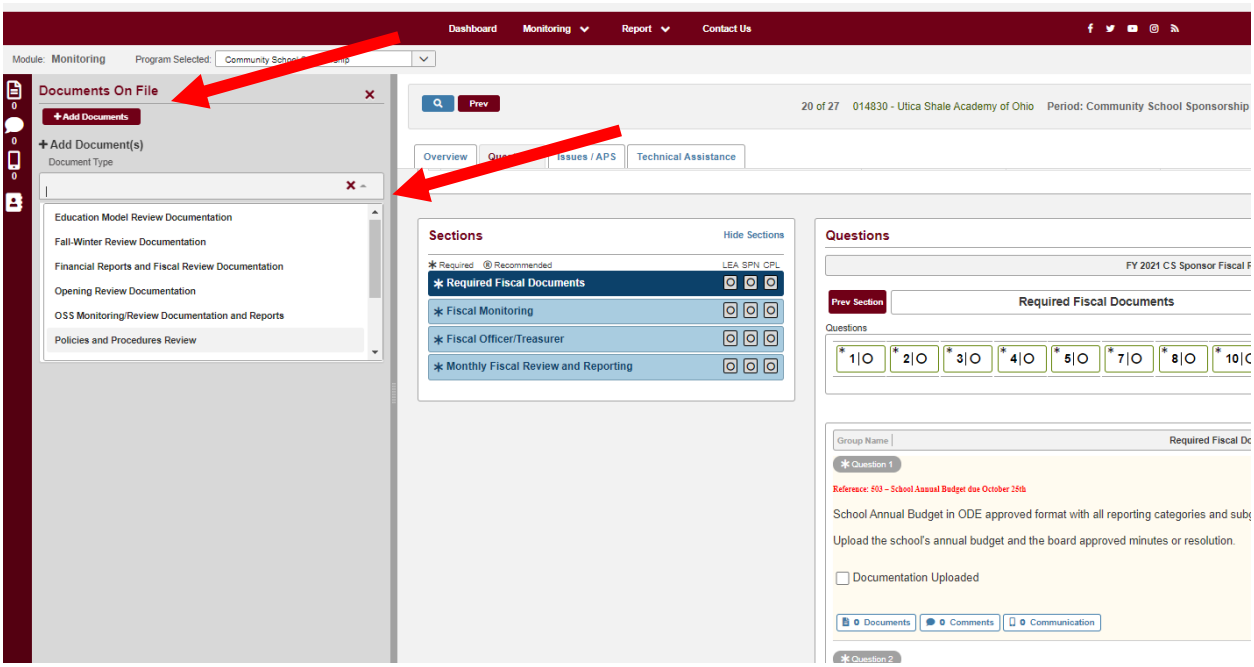
The district needs to respond to all required questions showing. Questions will either require an upload of a document or a comment in a textbox. As you complete each item check off the item in the checkbox. The federal programs consultant will review the evidence provided and determine if it meets the requirements.

I. Uploading Documents

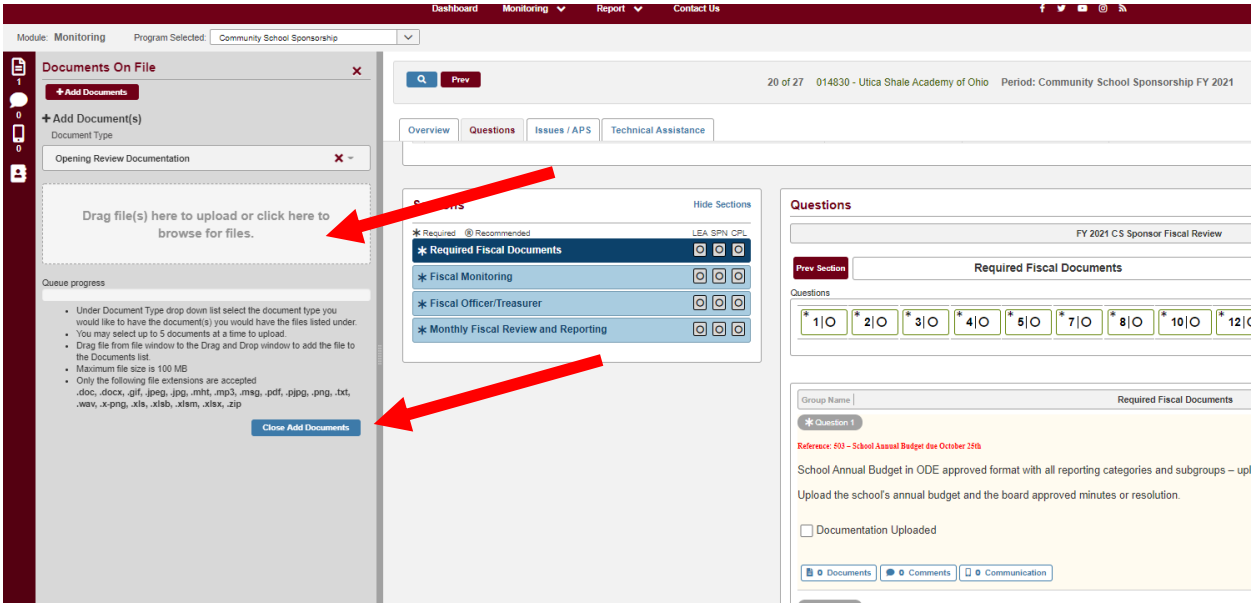
1. There are two ways to upload a document to a question: a.) by clicking on the documents link at the bottom of the survey. b.) by selecting the document icon on the left-hand side of the screen. This will open a flag area on the left side of the screen.



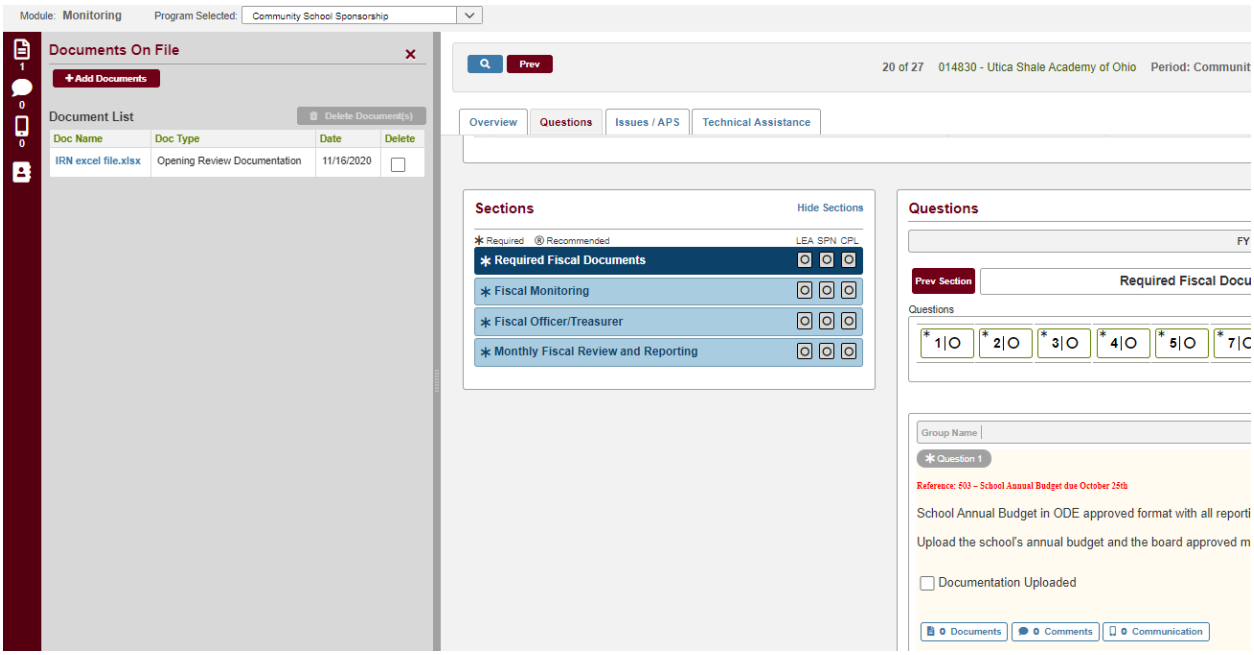
2. Select Add Documents in the window and then select the document type in the drop down provided below.



3. A district can drag the file into the window provided or by clicking in the area a browse window will open allowing a district to select the document from their files. Select close add document.



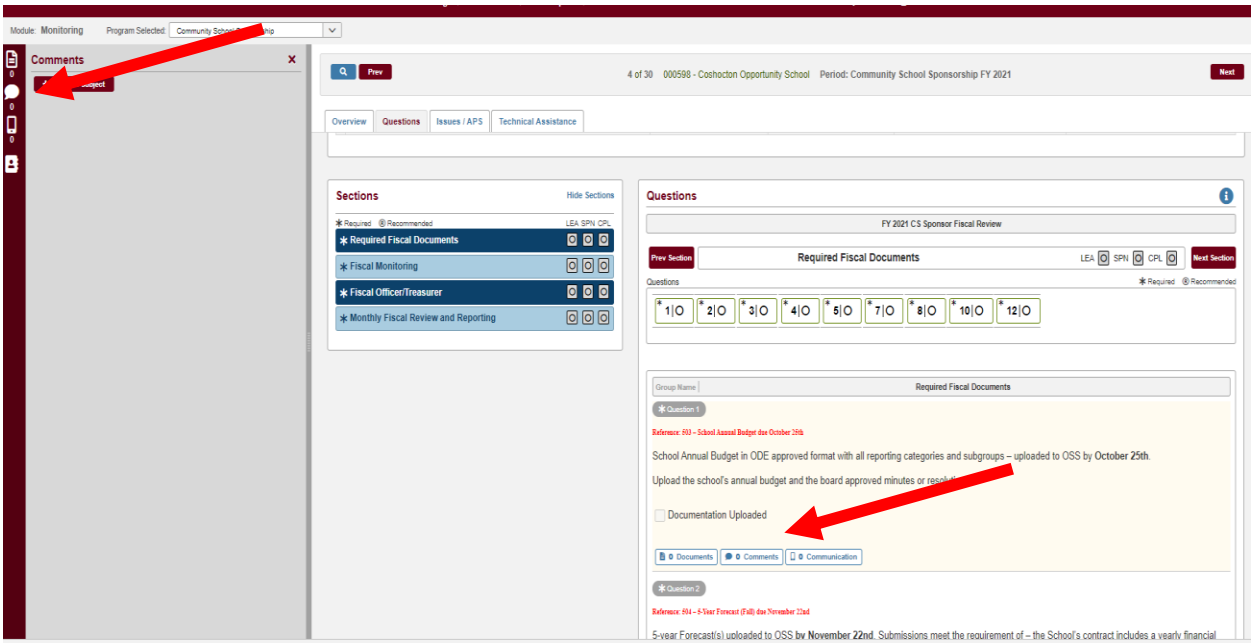
4. The document will appear in a list on the screen.



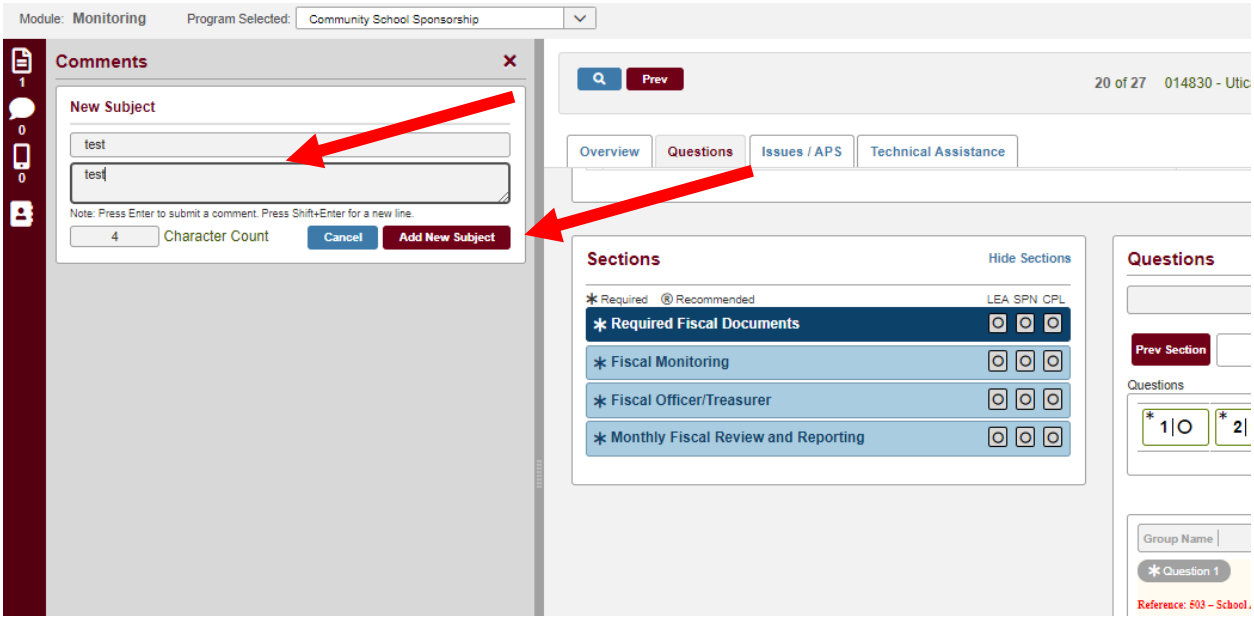
II. Adding Comments

To add a comment to a question, you will take similar steps.

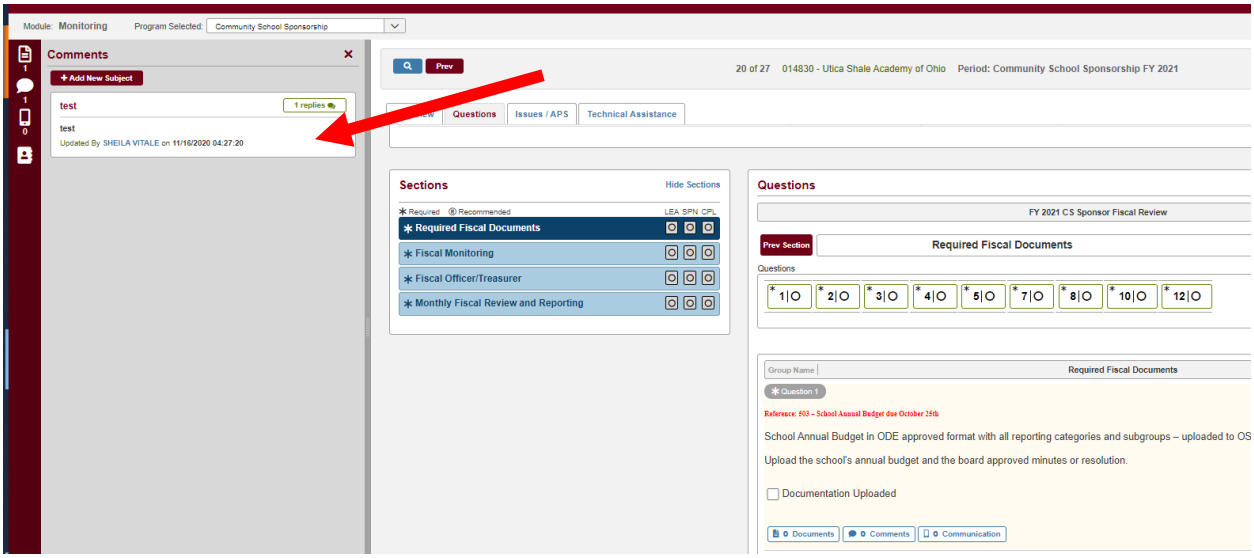
1. Select the icon to add a comment either under the question or on the left-hand side in the flag area.



2. A window will open to add a comment. Add a subject for your comment and type the comment in the textbox provided.



3. Select Add New Subject to add the comment to a list of comments for the question.

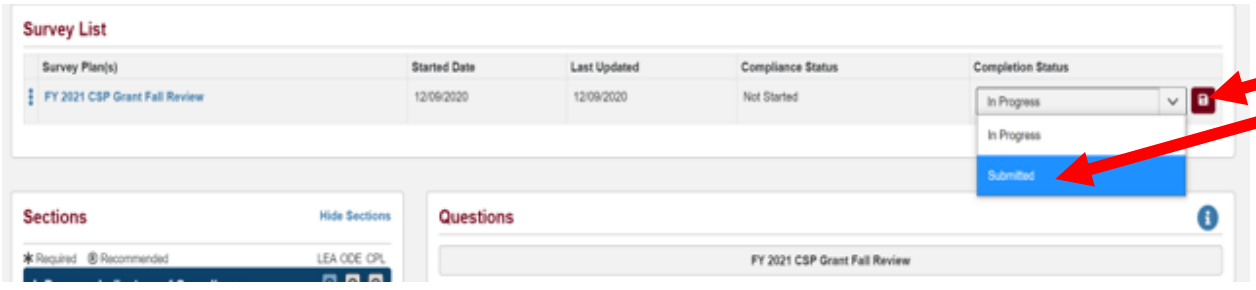


F. Closing the Consolidated ESEA Grants On-Site and Desk Review Survey

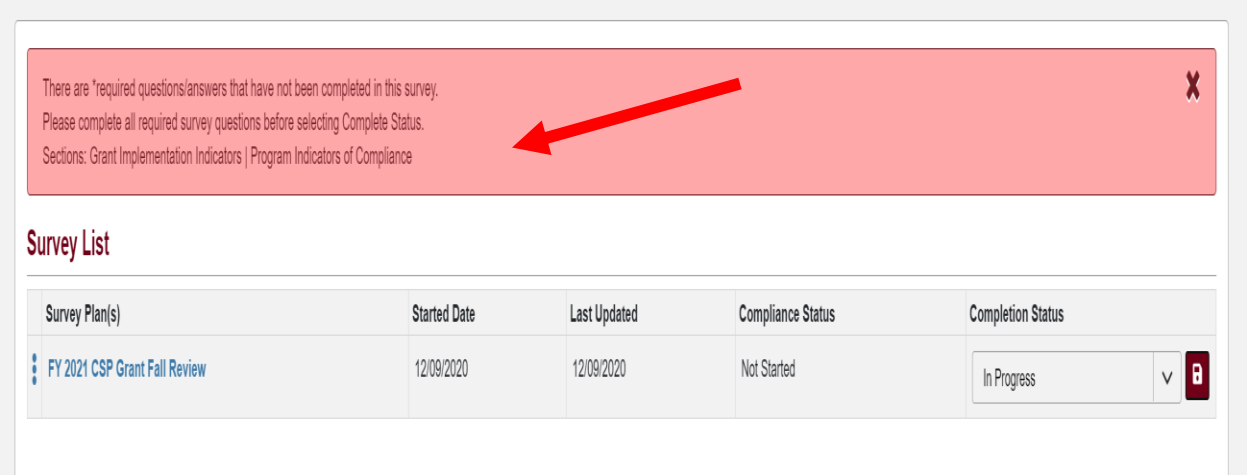
There is a two-step process for closing the Consolidated ESEA Grants On-Site and Desk Review Survey. The first is completion of the survey. This occurs when the district has responded to all the required items in the survey. The second step is the compliance status. This step is completed when all items are either marked compliant or any issues identified have been changed to completed by the Office of Federal Programs. Please see the section for addressing any identified issues in the monitoring process for more information on the process for closing issues identified during the review.

Step 1: Closing the Survey:

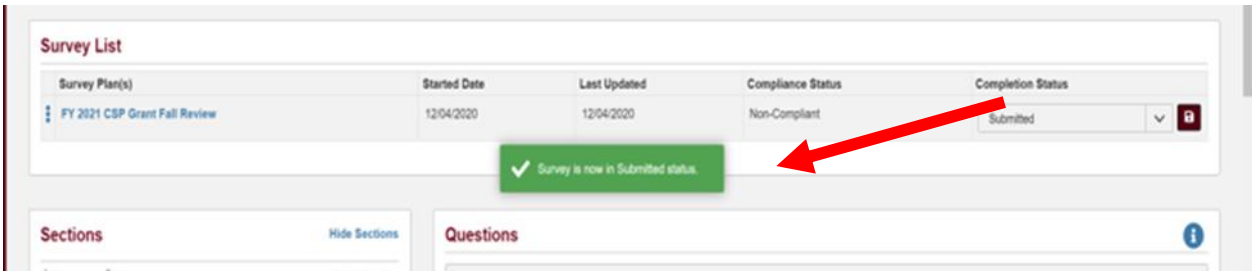
1. Once all the required items are completed in the survey, change the survey status to Submitted.



All the updated documents and comments need to be uploaded before a district changes the survey to completed. If a district submits the survey and not all required questions have been answered, an error will appear on the page, preventing the district from submitting the survey.



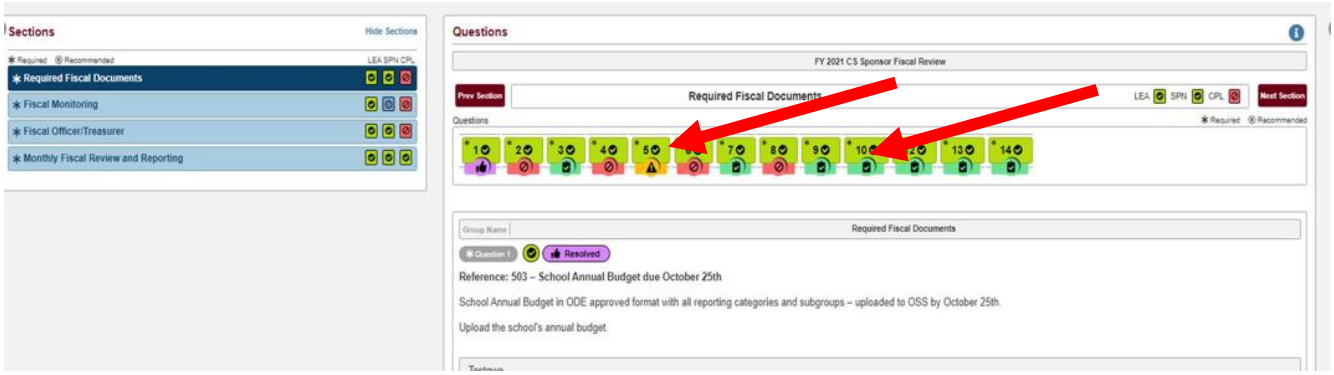
2. Once all the required items have been checked and the documents uploaded or completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select Survey Completed. A message will appear as below indicating that the district has successfully submitted the monitoring survey.



Step 2: Closing Compliance in the Survey

1. The Education Program Specialist will review the evidence the district provided for each required item and determine if it meets the criteria for that item. The program specialist will indicate in the system if the evidence "meets" the requirement, if the district needs technical assistant on an item, or if there is an issue with the evidence provided for an item.

   Items that are marked green meet the requirements for that item.

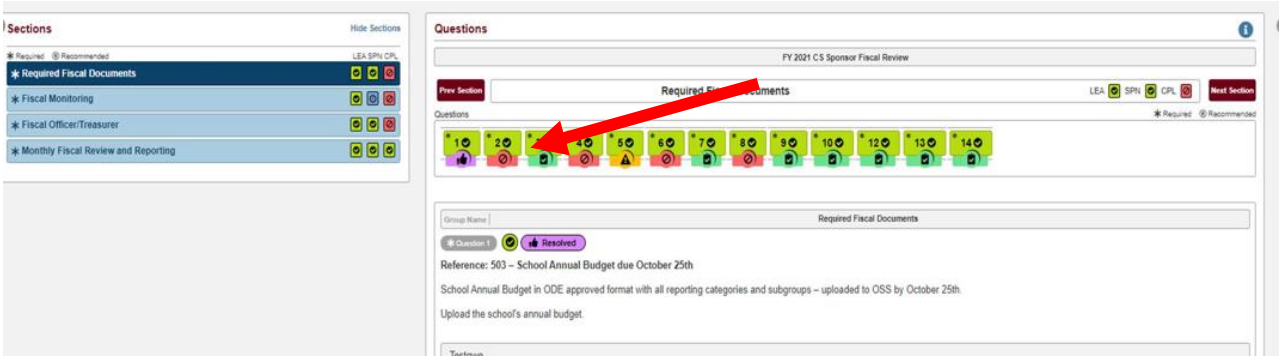


2. Items that are marked yellow with a triangle will have technical assistance provided on the technical assistance tab at the top of the page. The program specialist will review each technical assistance item with district staff and discuss with the district what areas within the item may need to be improved upon and how that could be accomplished. It is the district's responsibility to follow-through on technical assistance items that are identified. Items identified in previous reviews as technical assistance, could become an issue on later reviews when not addressed.

3. If the district only has "meets" or technical assistance items in their monitoring review, the program specialist will close the compliance side of the survey.

I. Closing Identified Issues

1. If there are any issues found during the monitoring review, the program specialist will identify the item as an issue. This item will show as red under the question.



2. The program specialist will describe in the system the issue and provide a recommendation to the district for correcting the issue.

3. After the program specialist has created the issue, an Assistant Director in the office will review the issue resulting with the system populating tabs in the system for the district to provide a *corrective action plan* and evidence of implementation of the *corrective action plan*. After an issue has been submitted, the district has 30 days to provide a corrective action plan on the tab in the system.

**Sometimes a district can immediately correct the item and provide evidence that it has been implemented. In these instances, the district only needs to upload the evidence and the program specialist can change the issue to resolved. No corrective action plan is needed.

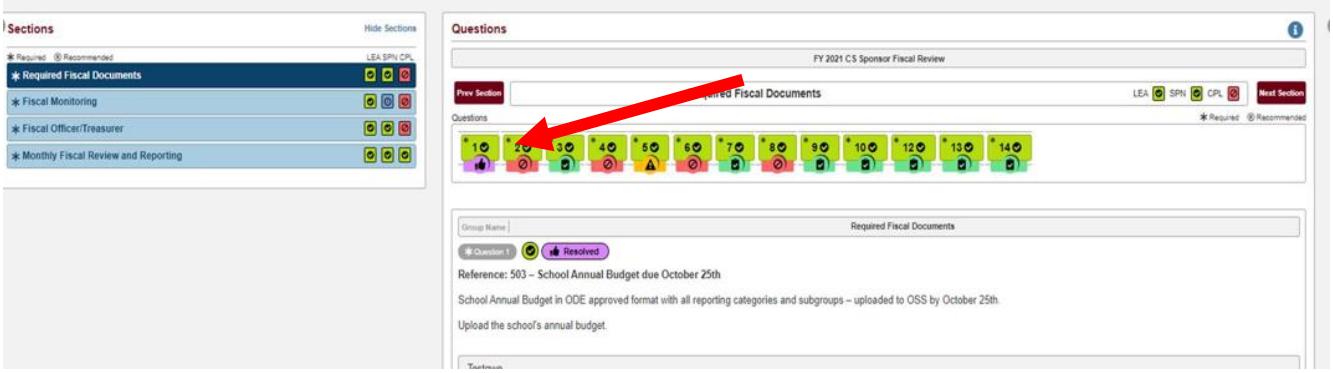
4. The Superintendent must approve all corrective action plans submitted prior to approval by the program consultant.

5. Once a district superintendent has approved a district's action plan, the program specialist will review and determine if it meets the necessary requirements or if it needs more information or steps to completely address the issue.

6. Upon approval of the corrective action plan, the district and program specialist will determine a timeline for the district to implement the plan and provide evidence of completion of the plan in

the system. The district will upload the evidence on the evidence tab in the system when the action plan has been completed.

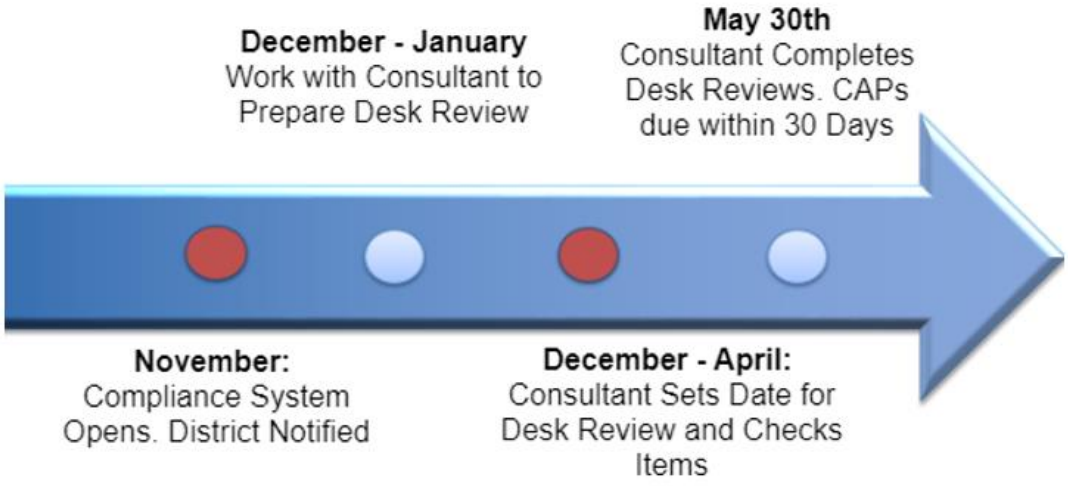
7. The program specialist will review the evidence and notify their Assistant Director that the district has implemented their "corrective action plan" sufficiently. The Assistant Director will change the issue to resolved and this will close the issue. The issue will change from red to purple indicating that the district has corrected the issue.



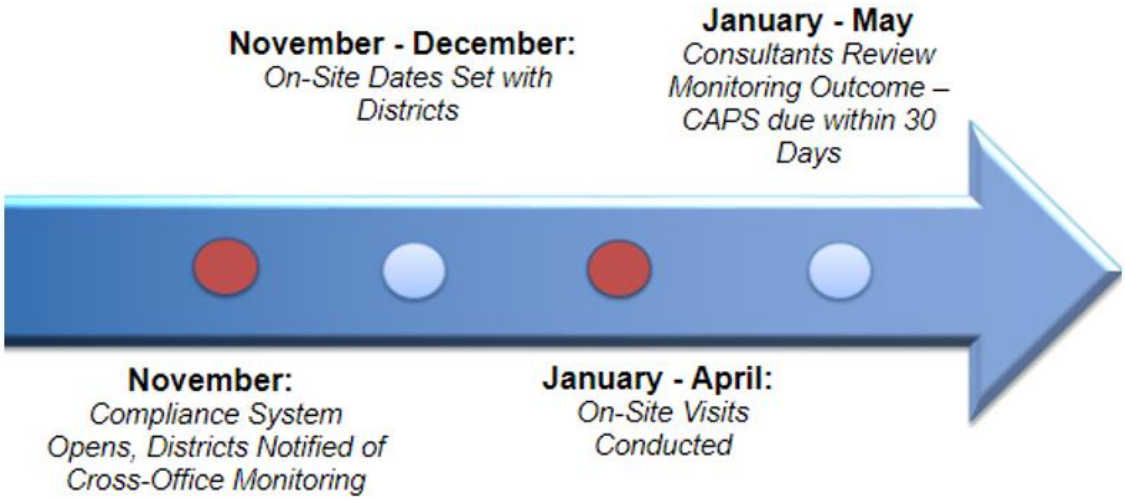
8. When all issues have been resolved, the Compliance Process is completed.

G. Timelines for Completion of Desk and On-Site Reviews

Desk Review



On-Site Review


November - December:
On-Site Dates Set with Districts
January - May
Consultants Review Monitoring Outcome – CAPS due within 30 Days
November:
Compliance System Opens, Districts Notified of Cross-Office Monitoring
January - April:
On-Site Visits Conducted