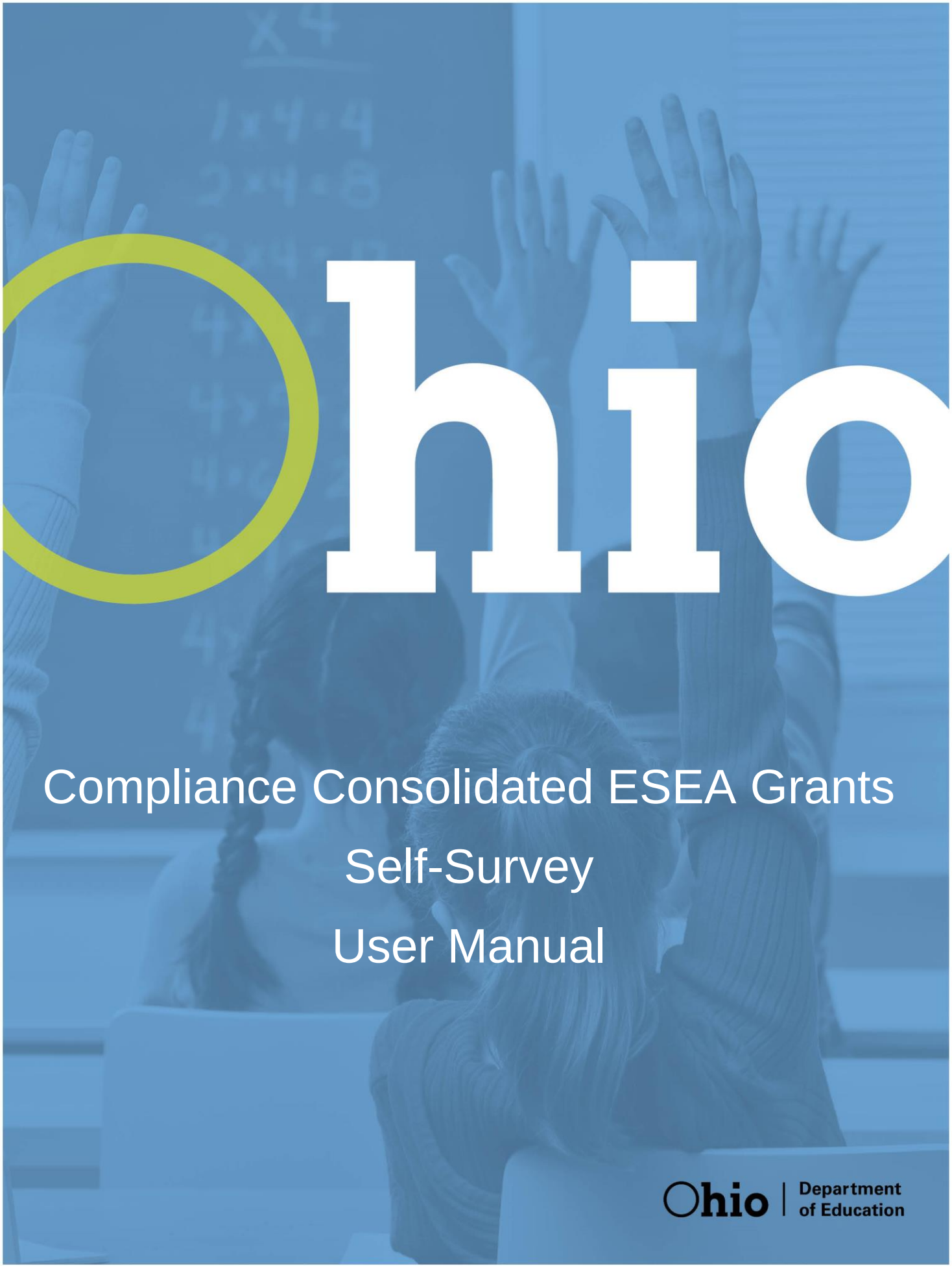


Compliance Consolidated ESEA Grants Self-Survey User Manual

Ohio | Department of Education

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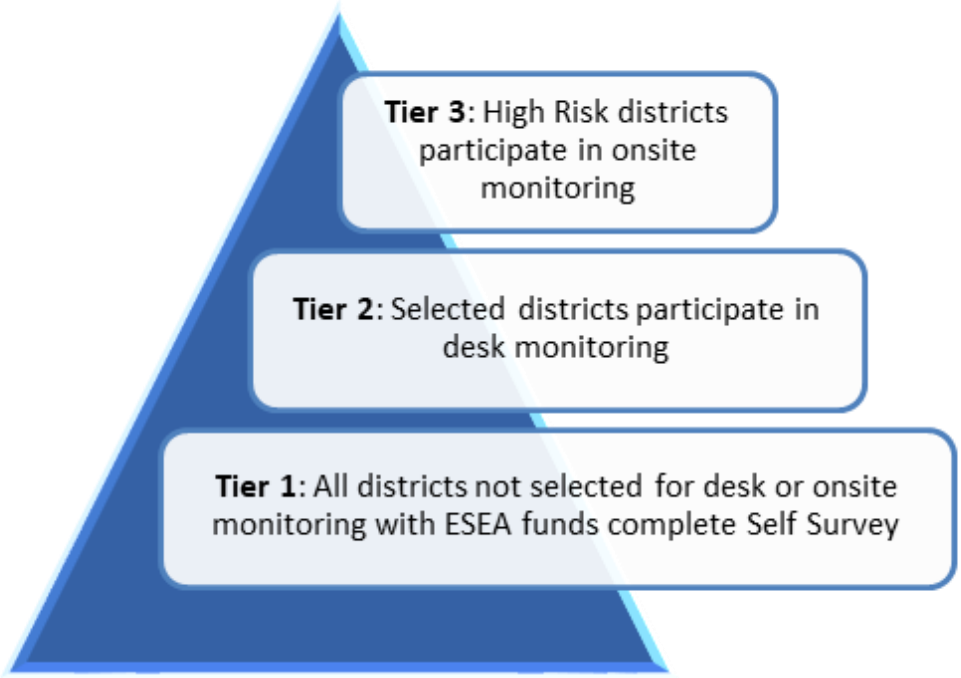
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A. Purpose of Monitoring:

The purpose of monitoring in the Office of Federal Programs is to provide the support districts need with the implementation of 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 completed 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 tracking 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 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 June 30, 2021 by.

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. Like 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. Items that are identified as non-compliant will be explained as well as timelines for corrective action plans and completion of the survey and compliance items.

C. Introduction to the Monitoring System

Compliance 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 2021. 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 Compliance Consolidated ESEA Grants *NEW* Cloud System

I. Logging on through the OH|ID account

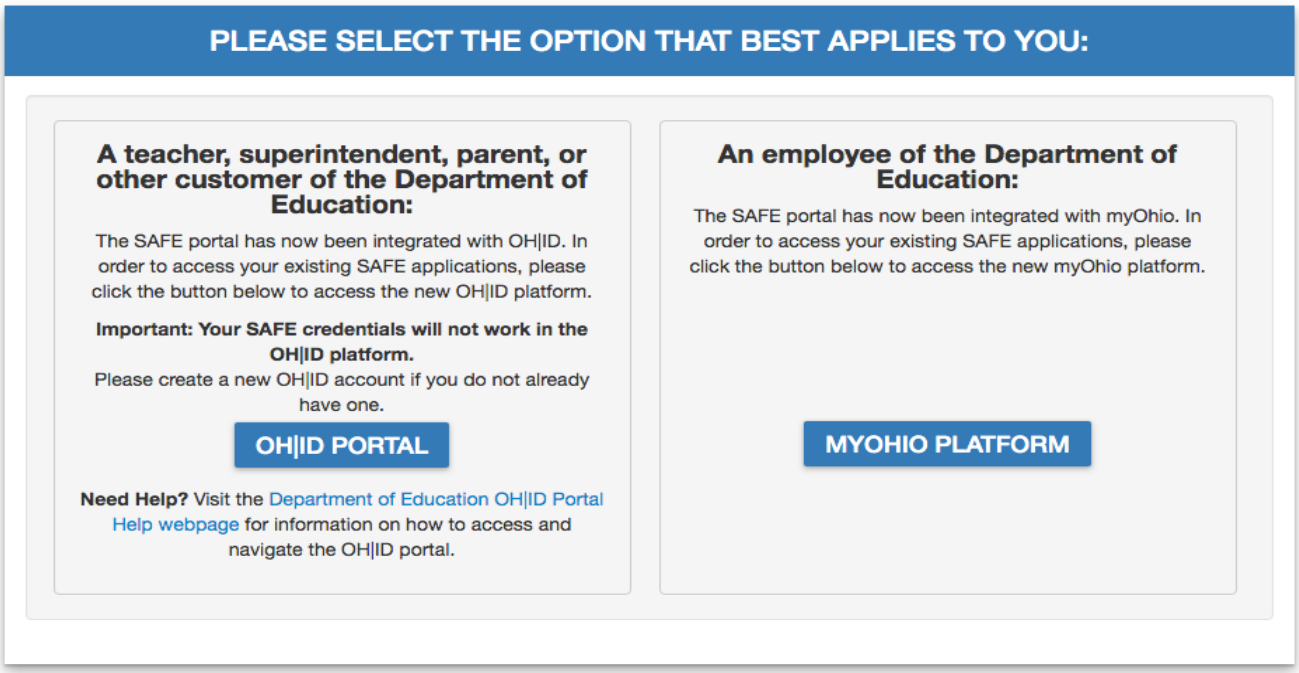
Users can access the online Compliance Consolidated ESEA Grants Self Survey through the Ohio Department of Education's OH|ID secure Web portal log-in (formerly known as SAFE (Secure Application for Enterprise). The new OH|ID portal now is online, and all applications are accessible to all education users. 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.



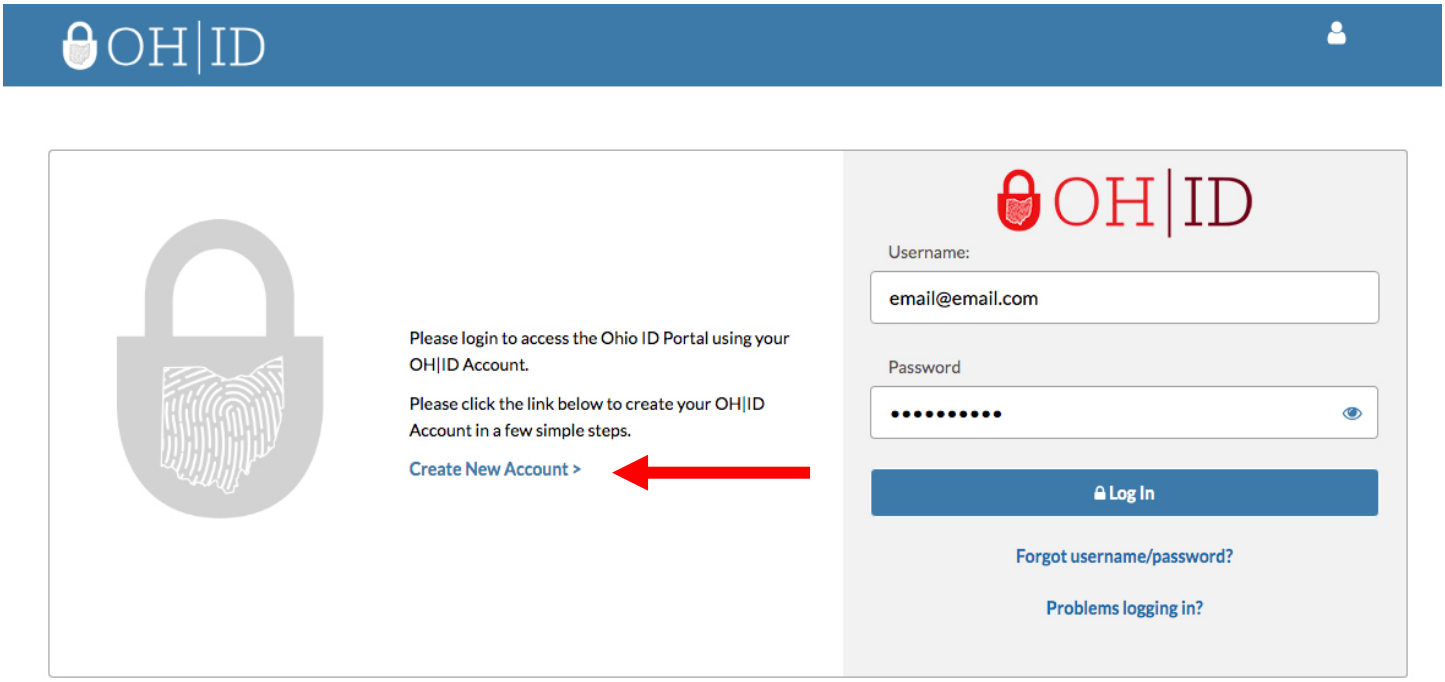
2. Click on the "**OH|ID Portal**" button.



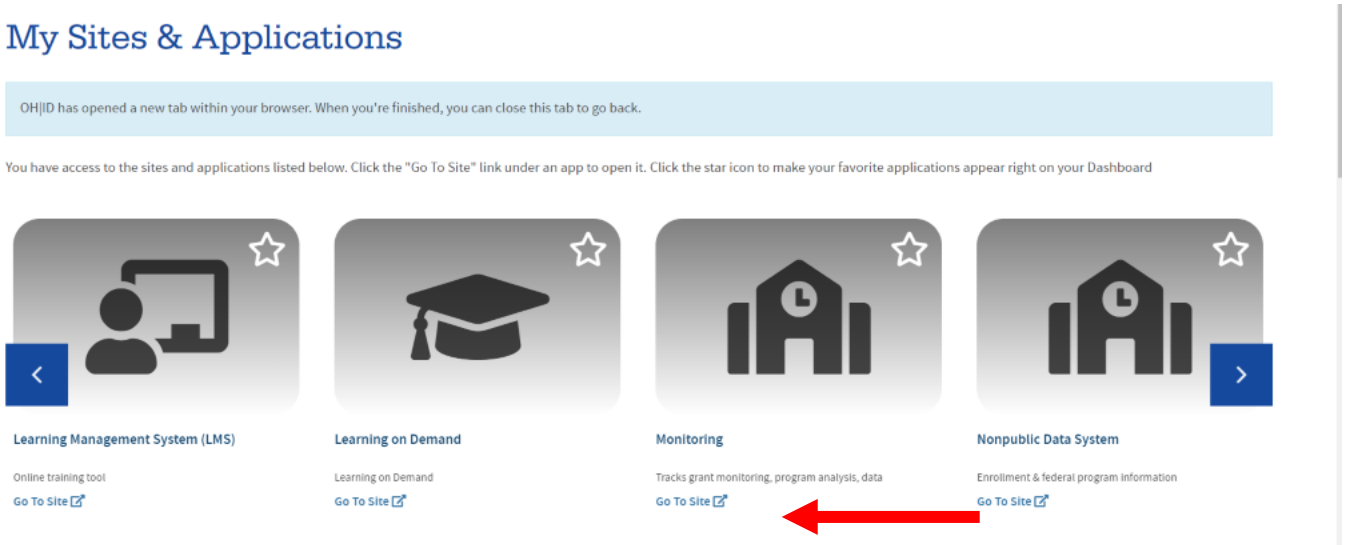
3. Enter your OH|ID username, password and click the "**Log In**" button
Note: Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile.

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.

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

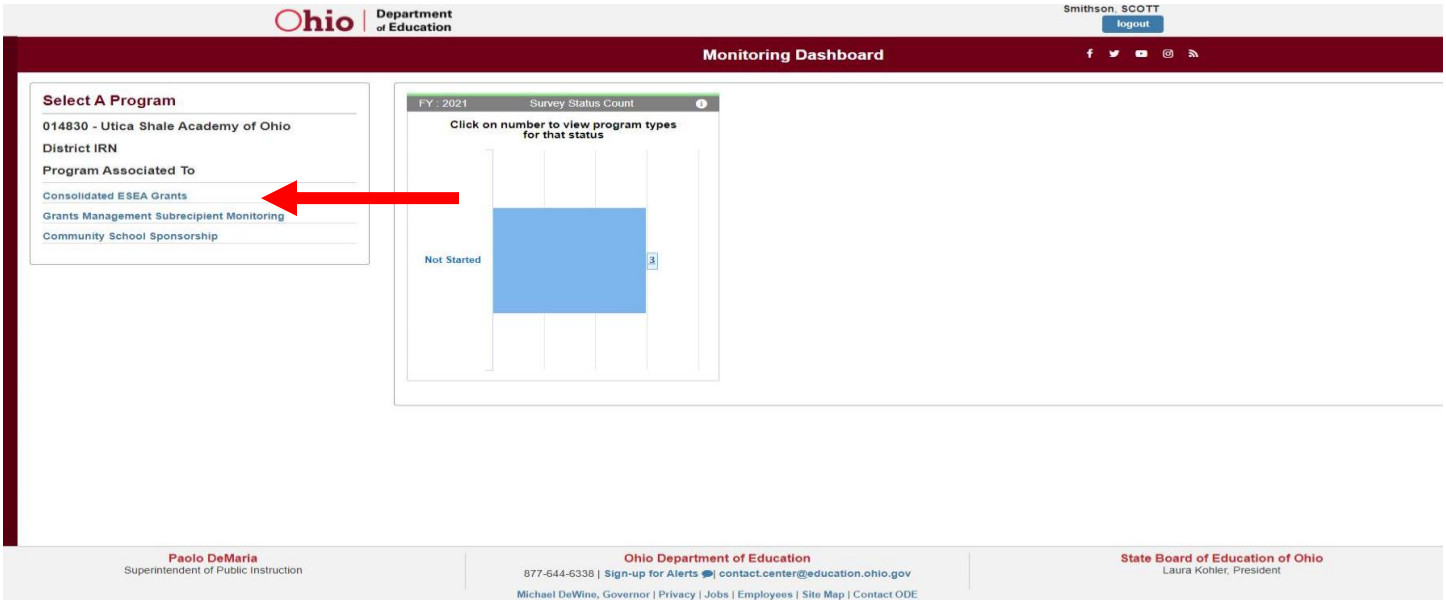


5. Once you are logged-in, you should see a list of programs that you have access to in your OH/ID portal. Select the **Monitoring** program link in the list.



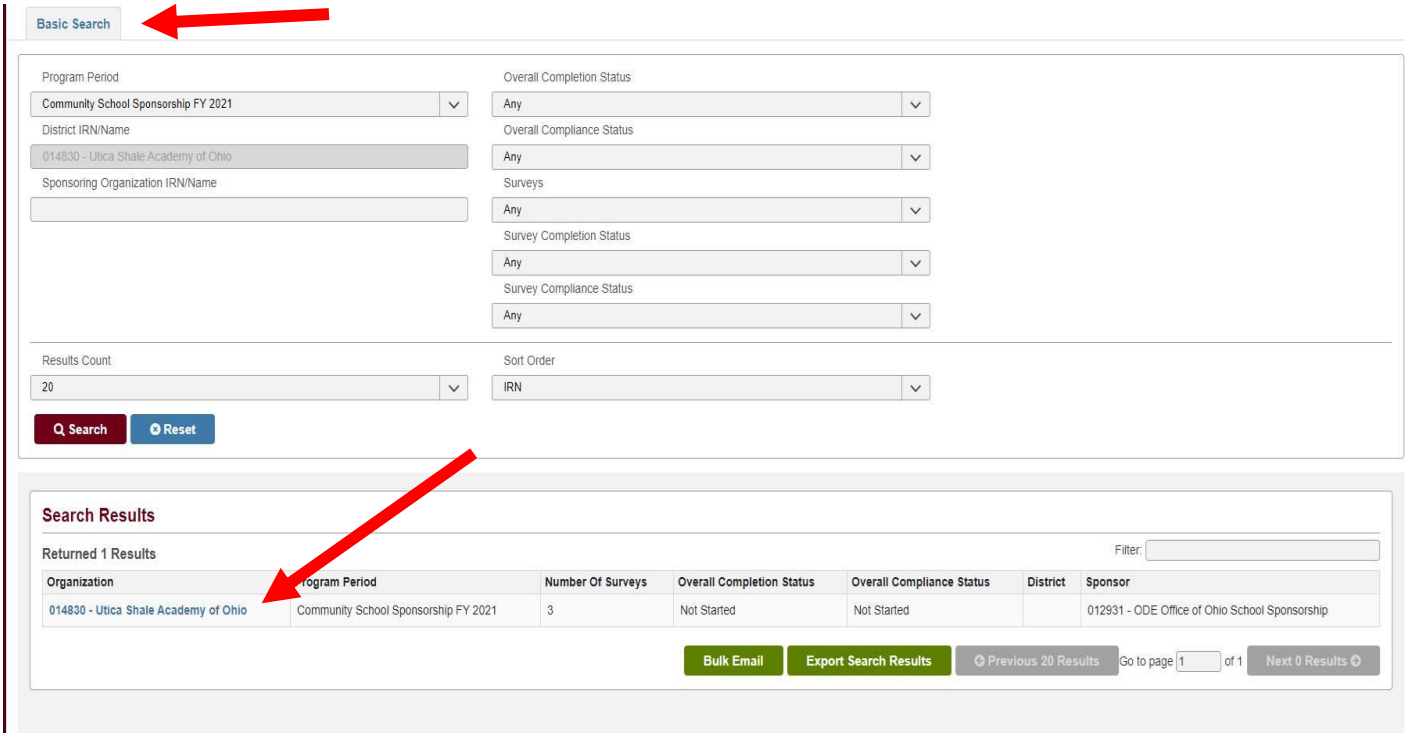
E. Completing Consolidated ESEA Grants *NEW* Cloud System Self Survey

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



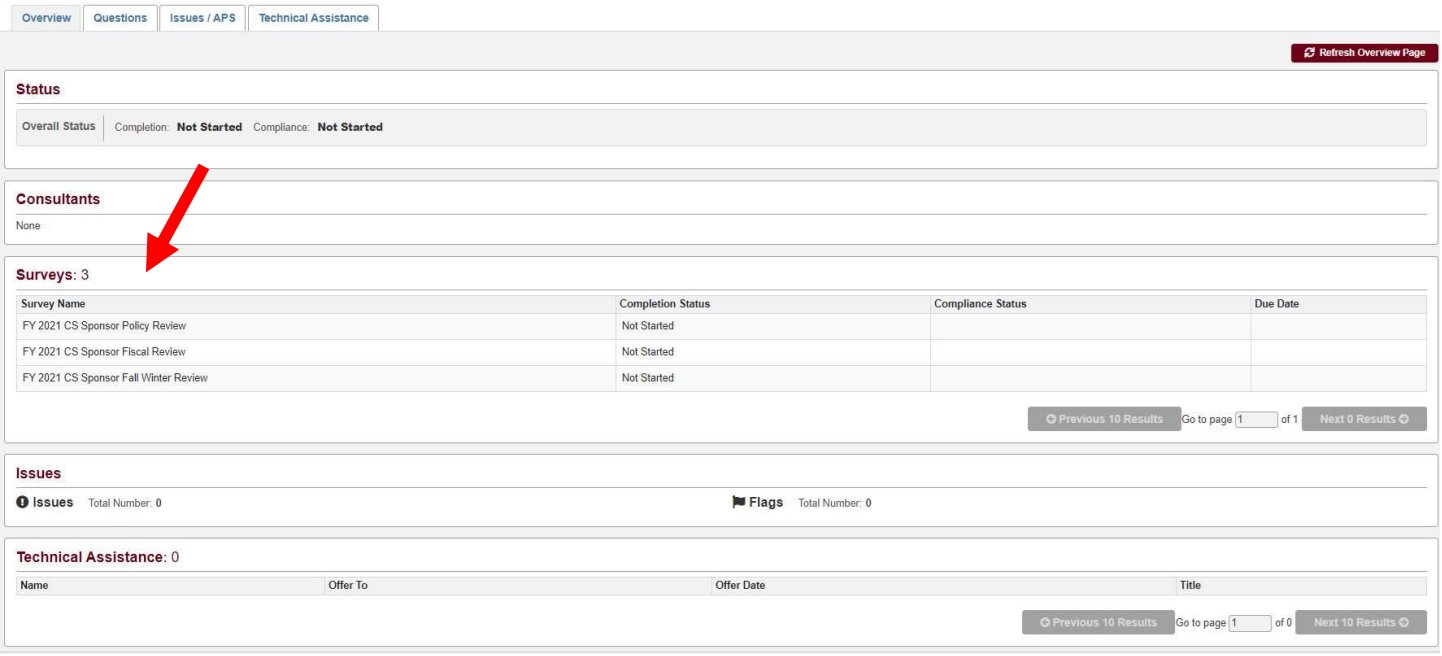
2. Select Consolidated ESEA Grants from list of Available Programs under Select a Program.

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

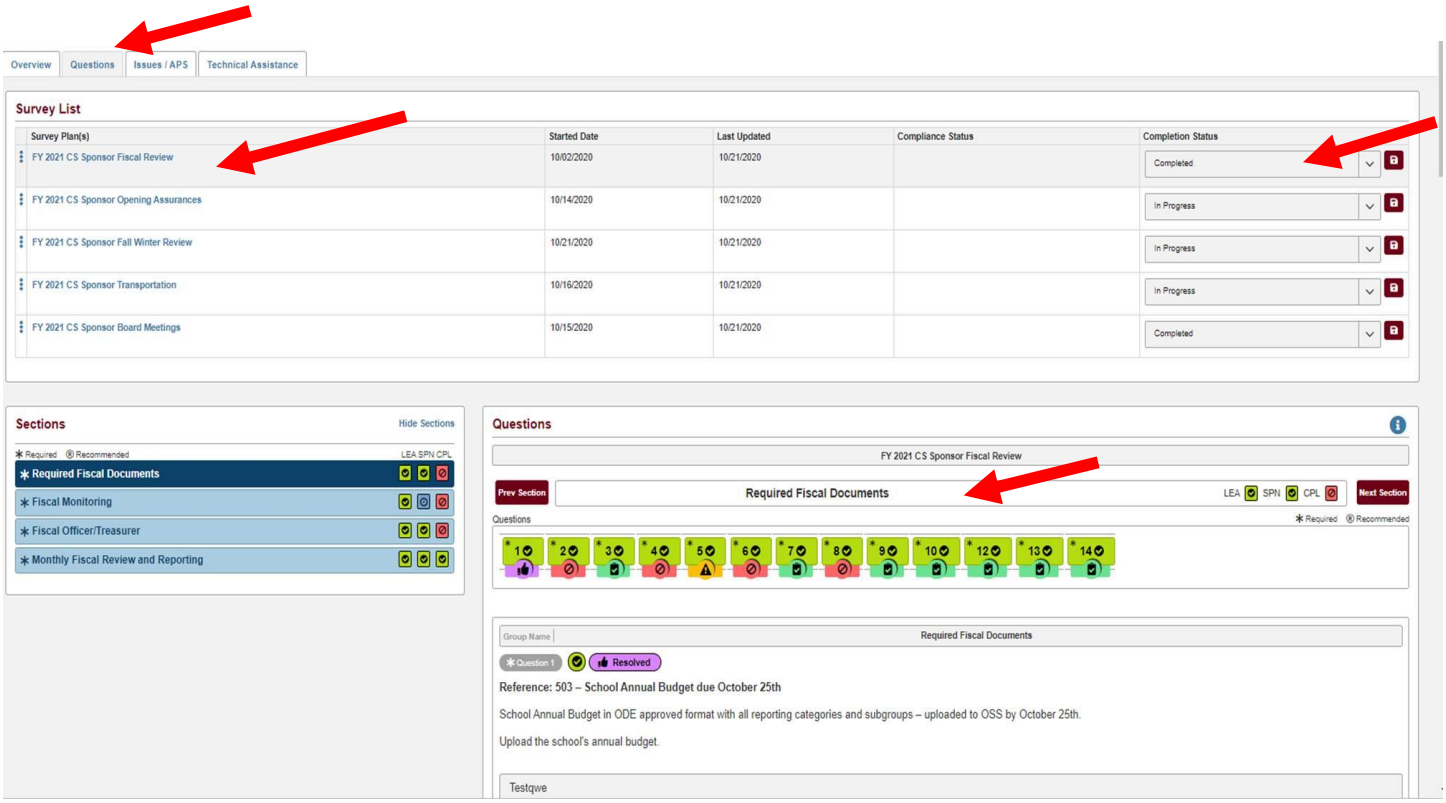


4. Click on the link to your district in the Search Results section.

5. The Compliance Page will open. 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 Questions tab to select the survey you want to start working on from the list. Change status to Draft Started. The questions will then populate for your district's survey.



7. The survey will populate 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. As you go through each item and collect your evidence for district files, check off the item in the checkbox.

The self-survey is a self-check tool for districts to assure that they have the necessary evidence and are able to explain when needed the items in the survey. The district *should not upload documents or provide responses to questions.* The evidence and explanations should be maintained in the district records.

F. Closing the Consolidated ESEA Grants Self Survey

Closing the Consolidated ESEA Grants Self Survey occurs when the district has checked off all the required items in the survey. All items must show green on the left hand side for sections and sub-sections in the survey.

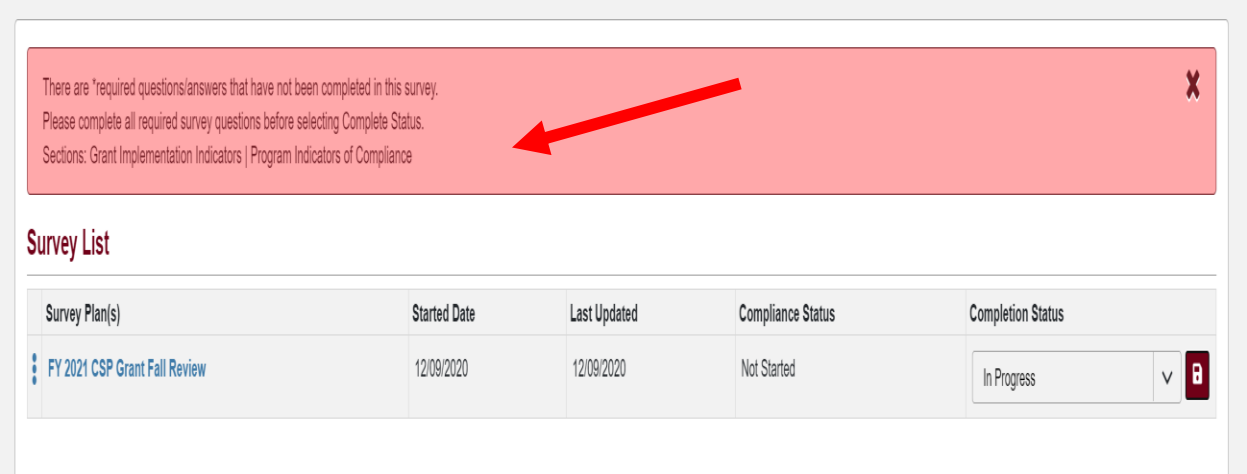
Step 1: Closing the Survey:

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

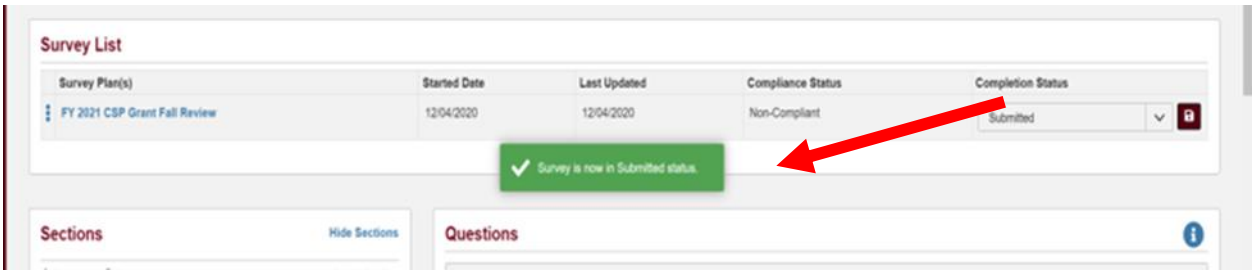


G. Error Message

1. If a district attempts to submit the survey and not all required questions have been answered, an error will appear on the page, preventing the district from submitting the survey.



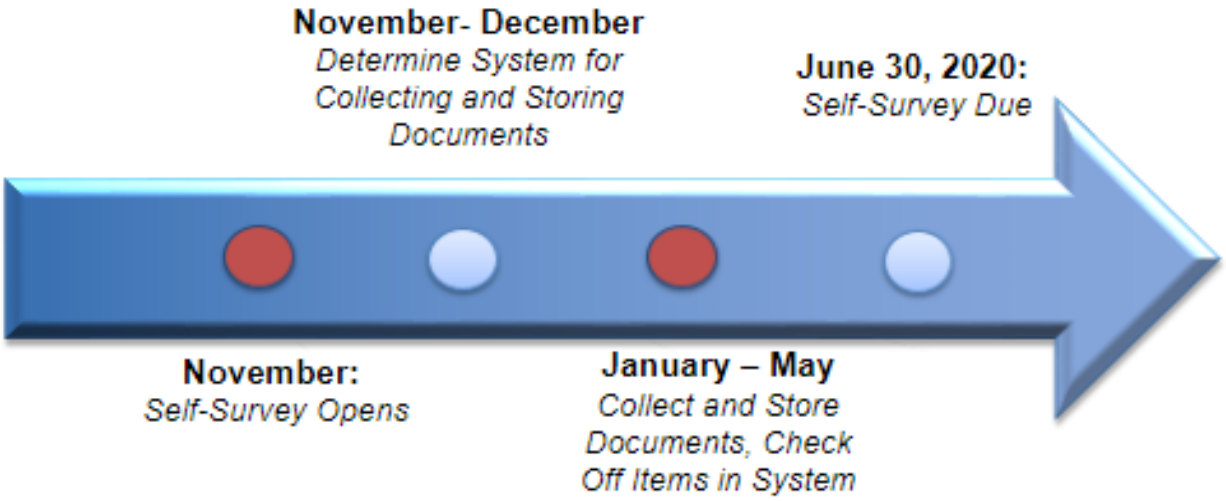
2. Once all required items have been checked as completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select Survey Completed. A message will appear as below indicating that the district has successfully submitted the compliance survey.



At this point the self-survey will show as completed and is closed. There are no further steps needed.

G. Timeline for Completion of Self-Survey Reviews

Self-Survey Review


November- December
Determine System for Collecting and Storing Documents
June 30, 2020:
Self-Survey Due
November:
Self-Survey Opens
January – May
Collect and Store Documents, Check Off Items in System