CCIP Note # 499

Re: ED STEPS Cohort 2 Deadline Extension
Date: March 24, 2022
To: Superintendents, Treasurers, Authorized Representatives, Fiscal Representatives and Consolidated Funding Application Contacts of Cohort 2 Entities

ED STEPS Cohort 2 Deadline Extension

The Department recognizes that there have been concerns expressed regarding the deadline for districts to complete the One Needs Assessment and One Plan by March 31st. Given the technical issues that have impacted educational entities in cohort 2, the Department is extending the deadline for district plans to be submitted from March 31, 2022 to April 30, 2022. This means both district and required building plans will be due on April 30, 2022. This deadline extension will allow for the Department to continue to support educational entities as new challenges arise, while also allowing for plans to be completed with fidelity. We apologize for the access issues as we roll out parts of the new ED STEPS system and appreciate all the support as we make improvements to the planning process. For those districts that have already completed the One Needs Assessment and One Plan, we appreciate your commitment and work to submit them by the original deadline.

Roles and Access

One of the main challenges the Department is seeing with educational entities is access issues due to roles. With this new system, it is not possible to have both view and data entry roles. For roles, anything with view in the title means view only with no ability to edit. This directly conflicts with data entry roles that allow for the ability to edit. To ensure successful access to ED STEPS, please ensure you only have either all view only or data entry roles. Here are a few examples:

- Data View (no editing)
  - Reviewer- Decision Framework
  - Data View Planning- CCIP
  - Data View Funding- CCIP
- Data Entry (editing access)*
  - Data Entry- Decision Framework
  - Data Entry Planning- CCIP
  - Data Entry Funding- CCIP

*Note, if you have the role of superintendent do NOT additionally assign any other data entry roles. For a chart of OEDS roles, please click HERE.

To check the roles assigned to you, you can either check with your OEDS administrator or click on your name in the upper right-hand corner within the ED STEPS tile to bring up your profile.

Resources

- ED STEPS Website
- One Needs Assessment Website
- One Plan Website

If you have any questions or concerns, please send an email to EDSTEPS@education.ohio.gov.