#EachChildOurFuture

IMPROVEMENT AND INNOVATION GRANTS MONITORING SURVEY USER GUIDE



January 2023 |Office for Improvement and Innovation

Ohio | Department of Education

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About the Improvement and Innovation Grant Monitoring Survey

Purpose

The Ohio Department of Education's Improvement and Innovation Grant Monitoring Survey helps local education agencies (LEAs) and buildings track the effectiveness of the implementation of evidenced-based strategies identified in their school improvement plans. The Survey encourages district and school leadership teams to reflect on the efficacy of their educational practices for the 2021-2022 school year and the first half of the 2022-2023 school year.

Who uses the Improvement and Innovation Grant Monitoring Survey?

LEAs will complete the Improvement and Innovation Grant Monitoring Survey for those selected buildings that receive the School Quality Improvement Grant (SQIG), Title I SIG 1003(g) Waiver funds or for those grantees that are in Cohort 2 of the Expanding Opportunities for Each Child (EOEC) DSS grant. Choosing to not complete the Survey may result in being selected for a future desk review.

Organizations that choose to complete the Improvement and Innovation Grant Monitoring Survey as a self-assessment survey will not receive feedback on the surveys from the Department unless selected for mandatory completion. To complete the self-survey, respond to the questions verifying that the information can be provided upon request. **Note:** if you are using the Improvement and Innovation Grant Monitoring Survey as a self-assessment tool, please **do NOT** upload any data.

New for the 2021-2022 School Year

1. There are now multiple surveys included in the Improvement and Innovation Grant Monitoring Survey. In addition to seeing the grant survey(s), districts will also see the Supports School Tool. This Tool may be required for select districts and buildings. For more information on the Supports School Tool, please visit this webpage.
2. SQIG grantees will complete one (1) survey at the district level and will include building-specific information in the district-level survey.

Timeline and Feedback Process:

- **March 31, 2023**: Mandatory districts must submit the Improvement and Innovation Grant Monitoring Survey by this date
- **May 31, 2023**: The Office for Improvement and Innovation will provide feedback to mandatory districts by this date
- **June 30, 2023**: Self-Assessment surveys are recommended to be submitted by this date

Accessing the Improvement and Innovation Grant Monitoring Survey

Account Access

Access to the Improvement and Innovation Grant Monitoring Survey is through the OH|ID portal account. A specific role in the Ohio Educational Directory System (OEDS) is required for access. For assistance establishing an OH|ID portal account, please review this guide.

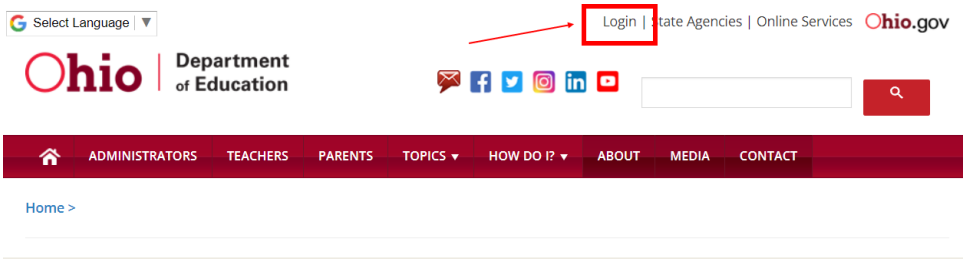
One of the following roles is needed to access the Monitoring Survey:

- Superintendent

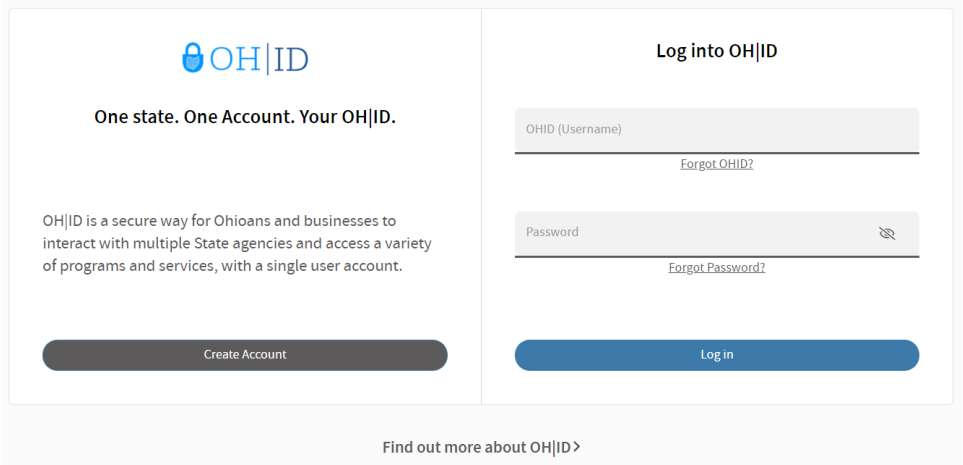
- Treasurer
- CCIP Authorized Representative
- CCIP Fiscal Representative
- Superintendent Designee
- Data Entry Planning-CCIP
- Data Entry Funding-CCIP
- Data Entry-Compliance

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 ohid.ohio.gov.

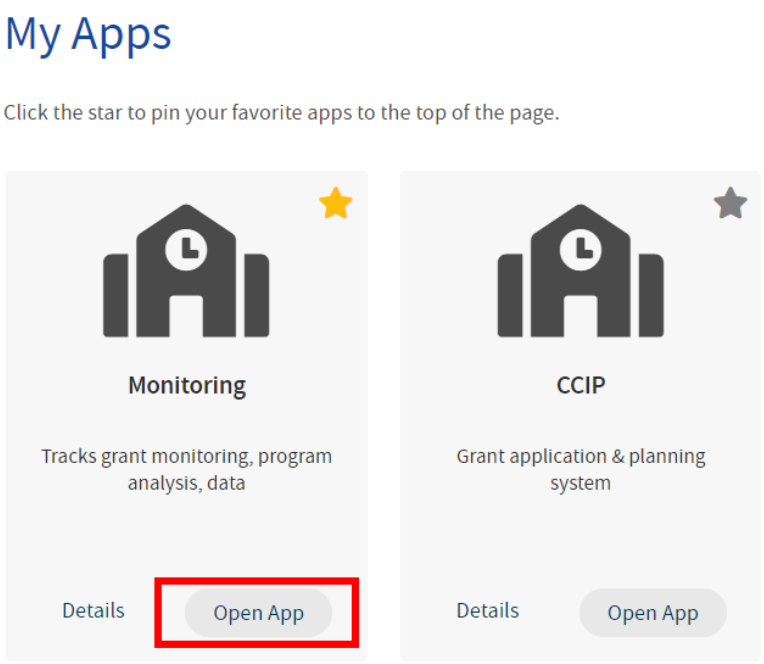
STEP 1: Click login from the Department's homepage



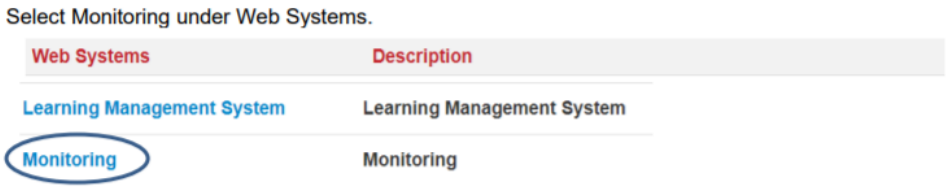
STEP 2: Login to OH|ID



STEP 3: Find and select the "Monitoring" tile



STEP 4: Select Monitoring under Web Systems



STEP 5: Select "Improvement and Innovation and Support Schools Tool" under Program Associated To



Note: If associated with more than one organization. Click on the "Organization" in the "Select A Program" drop-down list and locate and select the "Improvement and Innovation Grants and Support Schools Tool". While the Monitoring tool provides various programs, the navigation and function are the same.

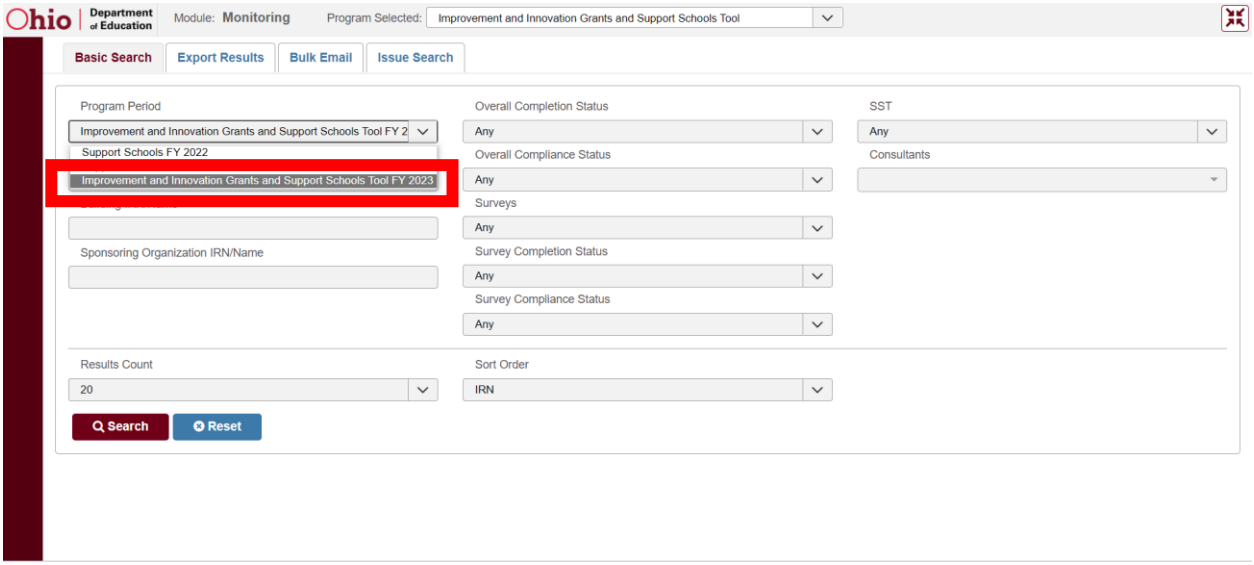
Basic Search Page

STEP 1: Select the appropriate year in the "Program Period" box.

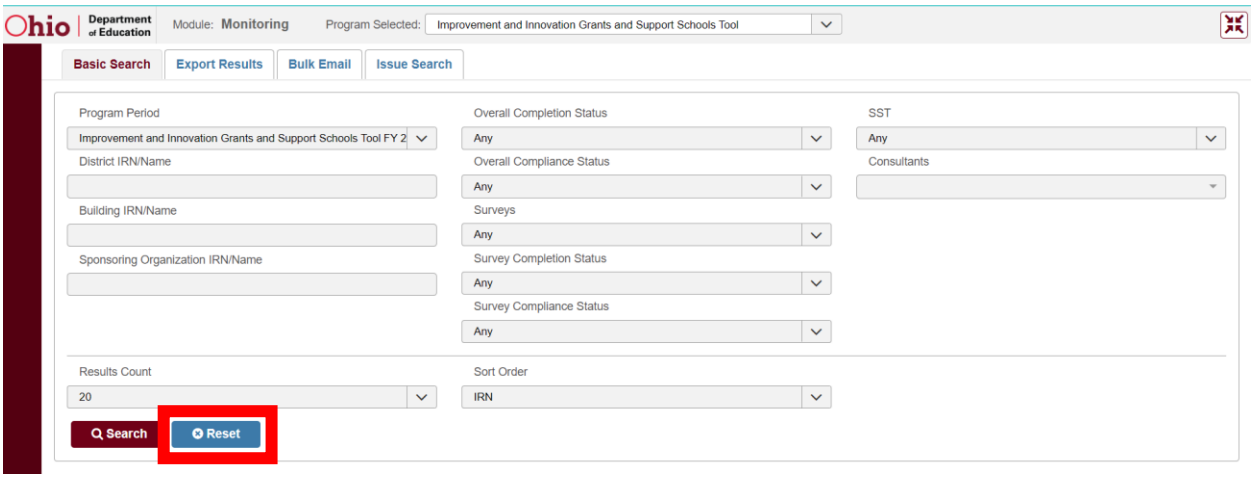
The search page look and functionality of the page looks and works like the One Needs Assessment search page. The Basic Search tab will automatically prepopulate the district.

Note: The system automatically defaults to "Support Schools FY2022", you will need to manually select "Improvement and Innovation Grants Survey and Support Schools Tool FY23"

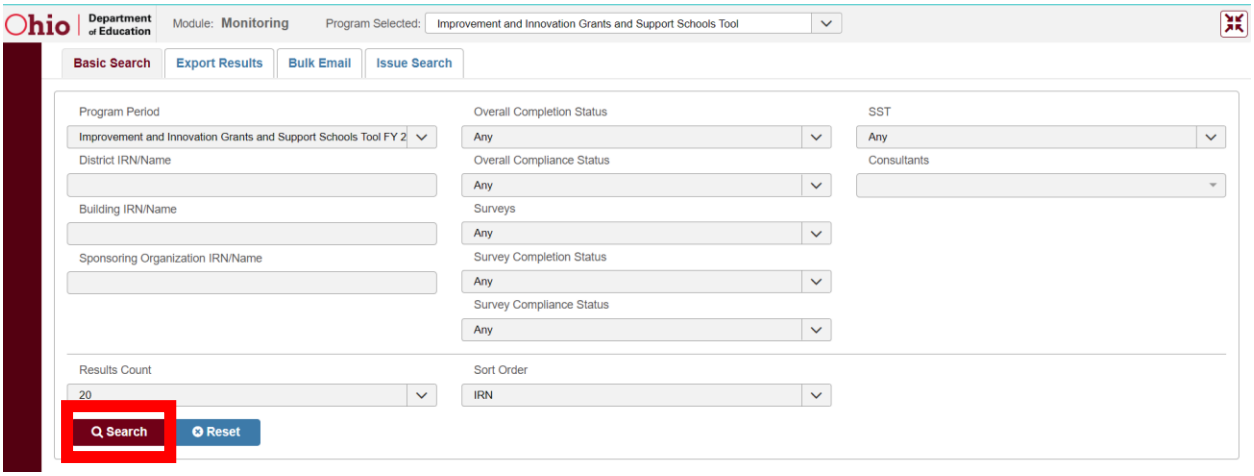
- Choose the search parameters desired



- If needed, use the Reset button prior to entering other search parameters



STEP 2: Click the "Search" button



STEP 3: Select the desired District

Search Results

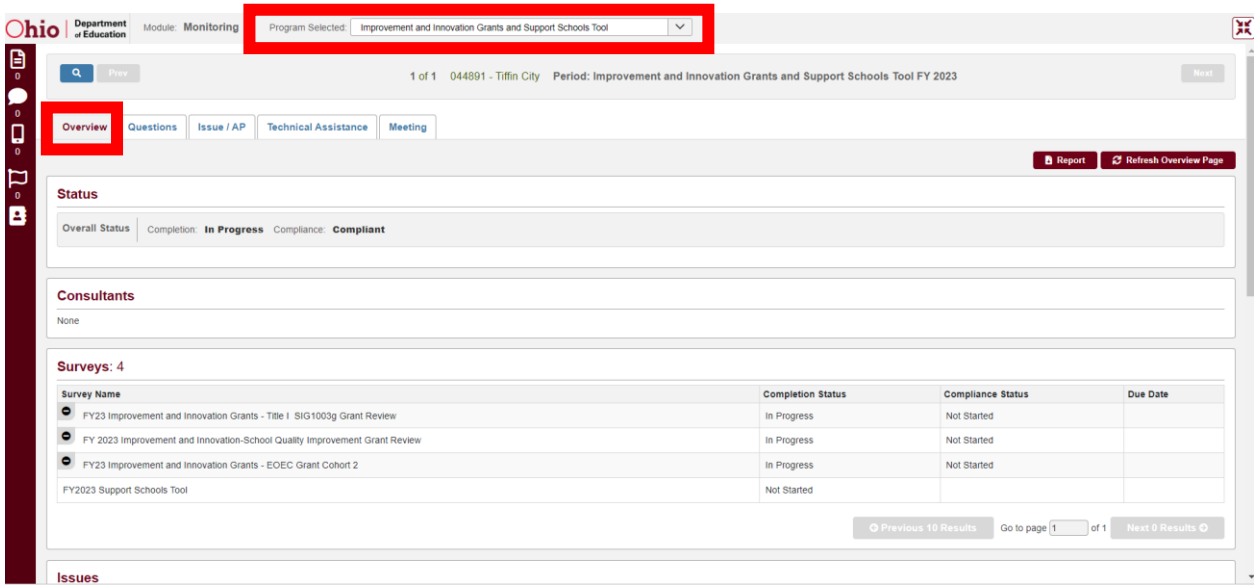
Returned 46 Results

Organization	Program Period	Number Of Surveys
000139 - Alliance Academy of Cincinnati	Improvement and Innovation Grants and Support Schools Tool FY 2023	1
000241 - Quaker Digital Academy	Improvement and Innovation Grants and Support Schools Tool FY 2023	1
000556 - A+ Arts Academy	Improvement and Innovation Grants and Support Schools Tool FY 2023	2
000629 - Summit Academy Community School - Painesville	Improvement and Innovation Grants and Support Schools Tool FY 2023	1
000679 - Oakstone Community School	Improvement and Innovation Grants and Support Schools Tool FY 2023	1
000840 - General Johnnie Wilson Middle School	Improvement and Innovation Grants and Support Schools Tool FY 2023	1
000858 - Horizon Science Academy-Cleveland Middle School	Improvement and Innovation Grants and Support Schools Tool FY 2023	1

Using the Survey

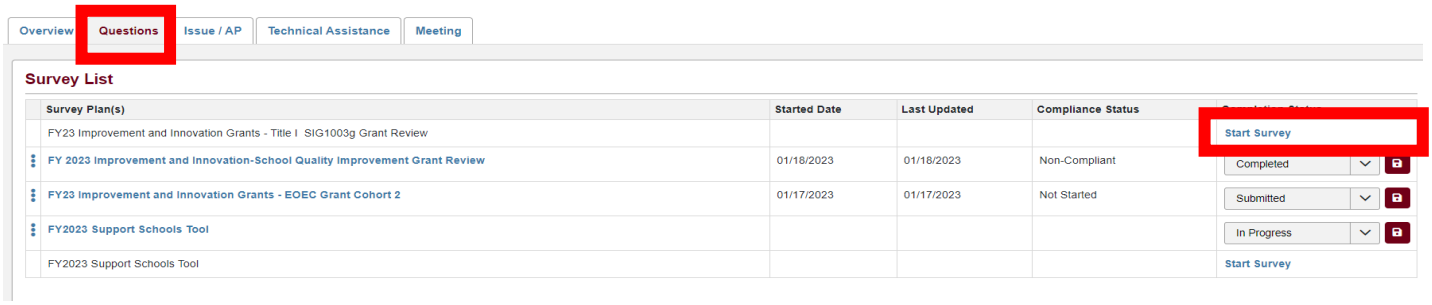
Overview Tab

The image below shows what the Overview tab. This tab provides a summary of the Improvement and Innovation Grants Monitoring Survey the district needs to complete. From here, you can also click the drop-down program list at the top of the page and select the any other programs that the district is associated with.



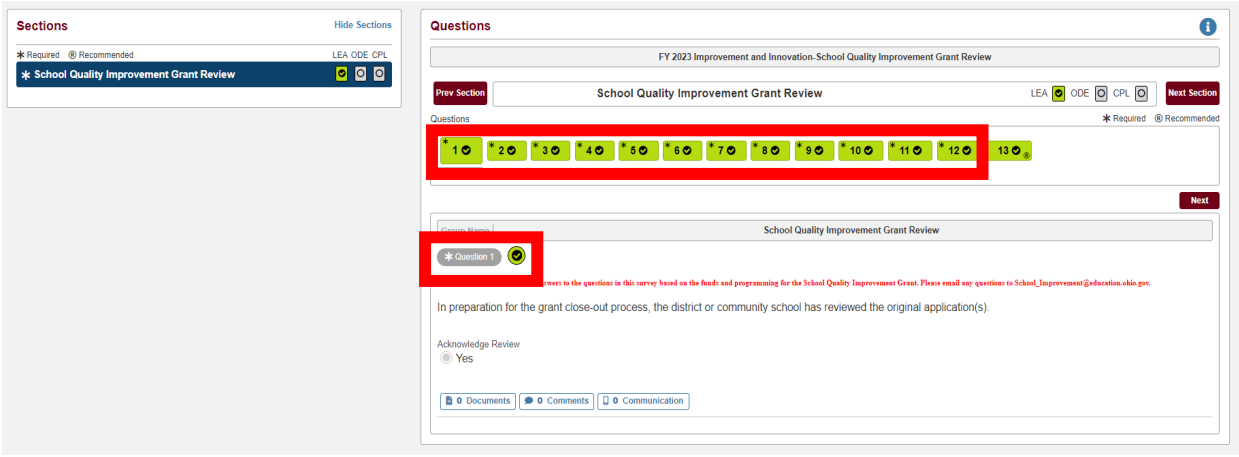
Questions Tab

The “Questions” tab is the main tab in the Monitoring Survey. This tab has the look and functionality of the One Needs Assessment.



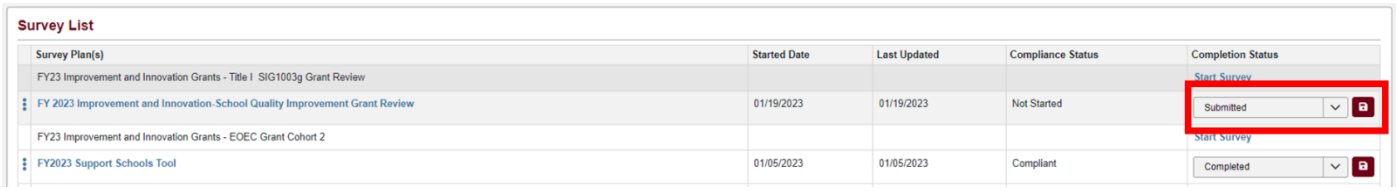
From this tab, to create the survey, change the “Completion Status” to “Start Survey”.

Questions marked with asterisks (*) are required and must be answered, though any question can be answered. The required questions will also have an asterisk in the Questions box. Entries are automatically saved. Questions will have a green background with a checkbox after they are complete.

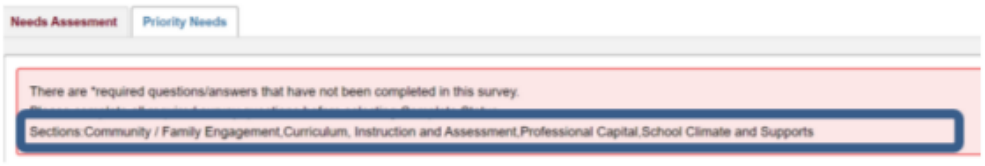


Text must be entered in required question boxes before the district or school can submit the survey.

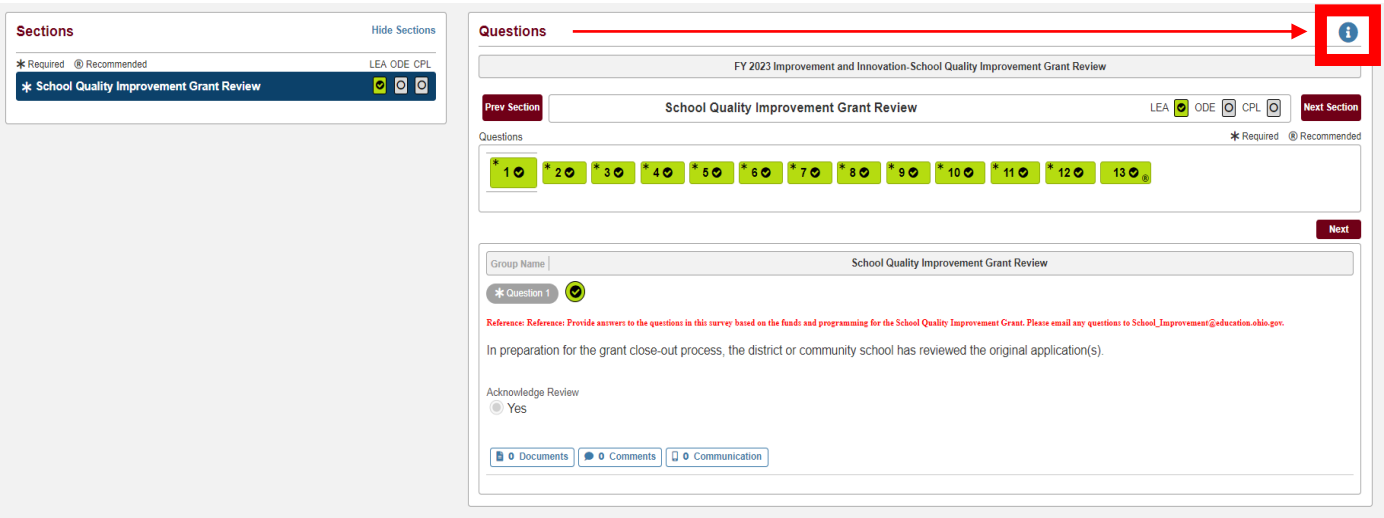
When ready to submit the survey, change the Completion Status to “Submitted”.



If all required questions are not answered, an error message will identify sections with unanswered questions when the user attempts to submit the survey.



For help with the questions, select the information icon.

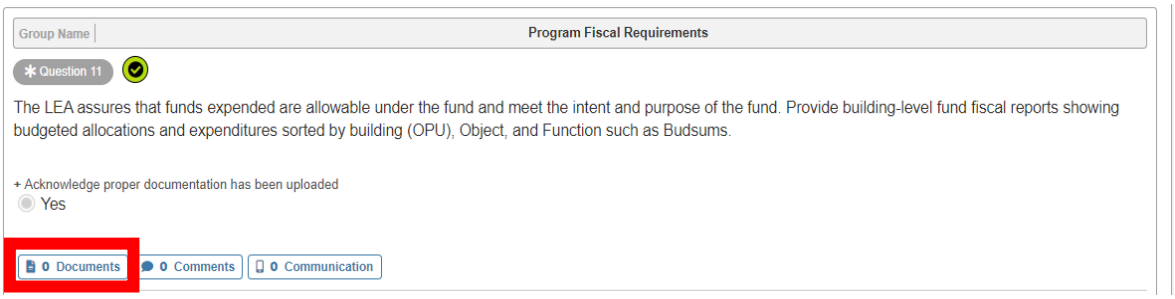


Once the survey is in “Submitted” status, no revisions can be made.

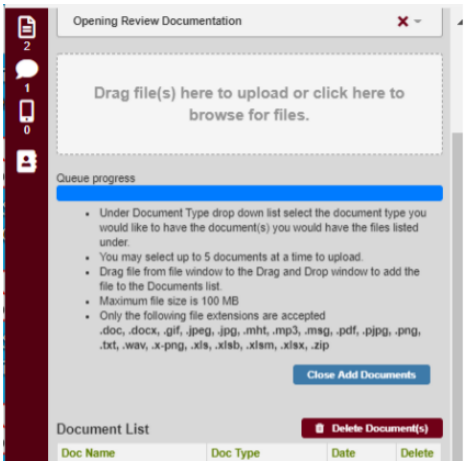
Adding Documents

There are three options at the bottom of each question: “Documents,” “Comments” and “Communication.”

Document uploads and comments are displayed below the question text box. When the “Documents” button is selected, an entry window is available in the upper left edge of the page.

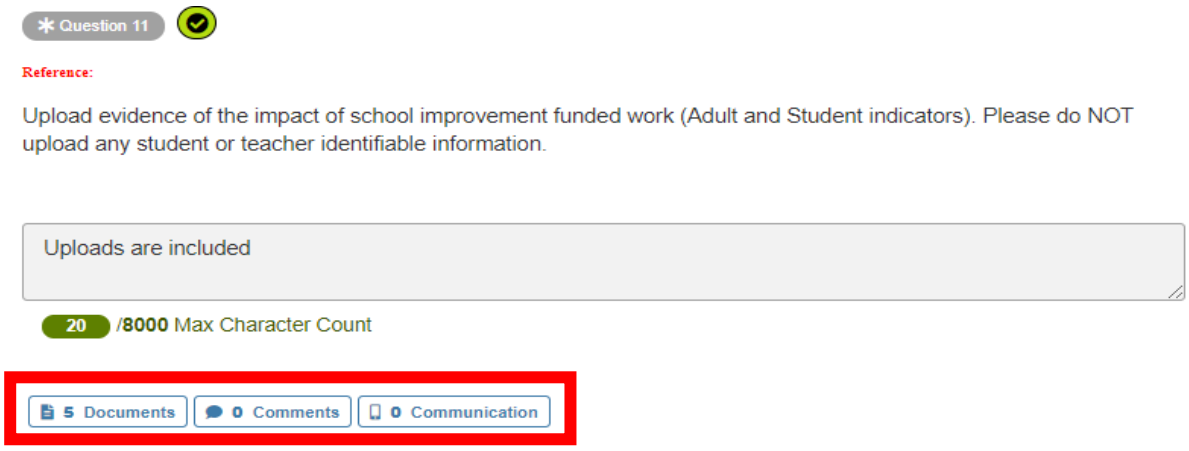


Select “Add Documents” and the down arrow to select Document Type. Then, drag and drop files or click in the box to browse for files and select “Close Add Documents”.

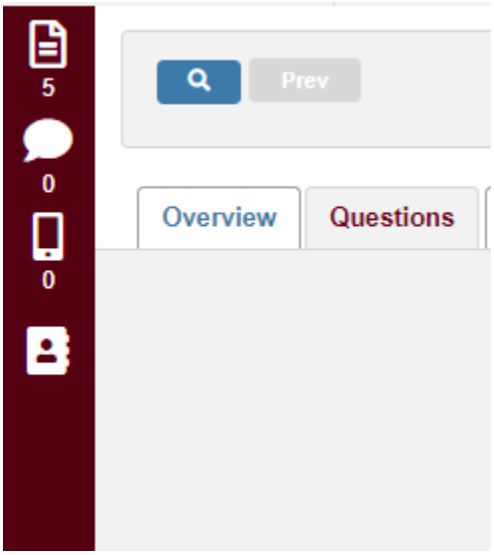


Districts or schools cannot delete files once uploaded. Please do not include any **student or teacher identifiable data**. If you are answering the questions as a self-assessment, please **do not** upload any data.

When documents, comments or communications are linked to a question, the numbers of entries are displayed. A screen refresh may be needed for the number of documents, comments or communications to be seen.

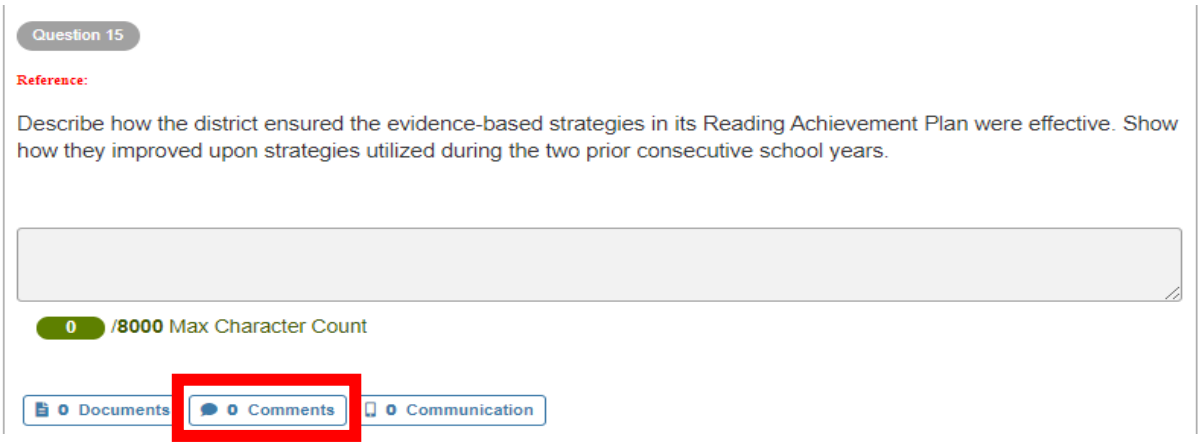


When working in a question, uploaded documents are accessible in the same upper left edge flyout that was used to enter them.

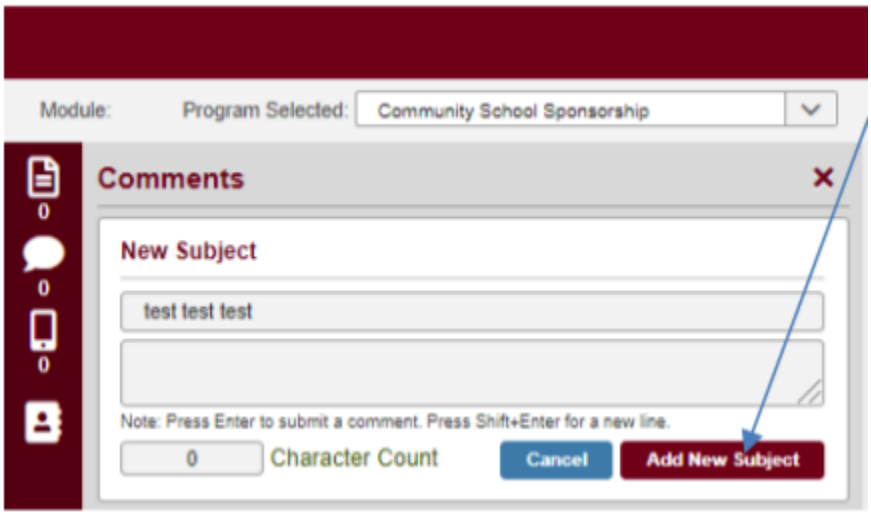


Adding Comments

To add a comment, select “Comments”.



Next, enter text in the fields and select the “Add New Subject” button to save.



Department Feedback

After LEAs complete the Improvement and Innovation Grant Monitoring Survey, the Office for Improvement and Innovation (OII) will review all submitted information. Additional documentation may be required.

OII will mark each question as either Compliant (green checkmark), Non-Compliant (red prohibition symbol), Technical Assist (yellow warning symbol) or Not Applicable (gray circle with horizontal line).



OII will also provide comments to all mandatory districts. Those districts that are completing the self-assessment will not receive feedback.

Final Reminders

- LEAs that can access the Improvement and Innovation Grant Monitoring Survey can respond to any of the questions. Only questions marked with asterisks are required.
- If you are using the Improvement and Innovation Grant Monitoring Survey as a self-assessment**,** respond to the questions verifying that the information can be provided upon request. Please **do NOT** upload any data.
- LEAs selected as mandatory grantees must complete all required questions in the survey
- For School Quality Improvement Grant and Title I SIG 1003(g) grantees, the district must submit the survey and include all building information where requested
- The Department may request additional documentation or information in order to review the grant monitoring survey(s)