#EachChildOurFuture

Elementary and Secondary School Emergency Relief (ESSER) Grants:

FY23 Monitoring and Tracking System



OFFICE OF FEDERAL PROGRAMS

Ohio Department of Education

Table of Contents

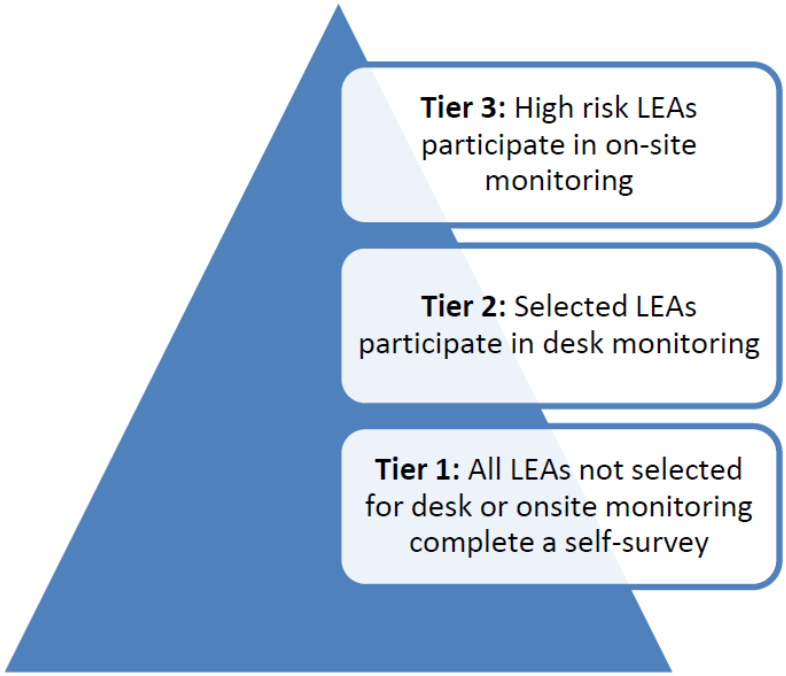
A. Purpose of Monitoring.....3
B. ESSER Multi-Tier Approach to Monitoring.....3
C. Accessing ESSER Cloud Monitoring and Tracking System 4
D. Completing the ESSER Grants Cloud Monitoring and Tracking System Survey.....6
E. Closing the ESSER Grants On-Site and Desk Review Survey 6

A. Purpose of Monitoring

The purpose of monitoring in the Office of Federal Programs is to support districts with the implementation of federal programs while navigating the requirements of each Elementary and Secondary School Emergency Relief (ESSER) grant. The intent is not to look for issues but to learn from districts what districts 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. To maximize this support, a multi-tier approach is used for federal programs monitoring.

B. ESSER Multi-Tier Approach to Monitoring

The Ohio Department of Education's Office of Federal Programs monitors compliance with ESSER programs through a tiered approach. The tiers include self-survey, desk review, and on-site review. Risk factors are used to determine which tier each district will complete. The risk factor methodology for ESSER is available HERE.



I. Federal Programs Self-Survey

Every district not selected for a desk or on-site review must complete the ESSER Grants Self Survey. The FY23 survey is available in the monitoring system OH|ID Monitoring tile. The deadline to complete the self-survey is June 30, 2023. If you have additional questions, please contact your ESSER consultant in the Office of Federal Programs.

II. Federal Programs Desk Review

The Office of Federal Programs selects approximately 10 percent of the districts in the current school year for additional monitoring through a desk review. The district must upload specific requested documentation into the monitoring and tracking system, and 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.

III. Federal Programs On-site Review

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 prompted. A team from the department of education, led by the district's Office of Federal Programs consultant, visits the district's central office. A team conducts a review of the documentation to verify compliance with requirements outlined in the on-site survey, and after the on-site review, the federal programs 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. Accessing ESSER Cloud Monitoring and Tracking System

I. Logging on through the OH|ID account

Users can access the online ESSER 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 OH|ID portal 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.



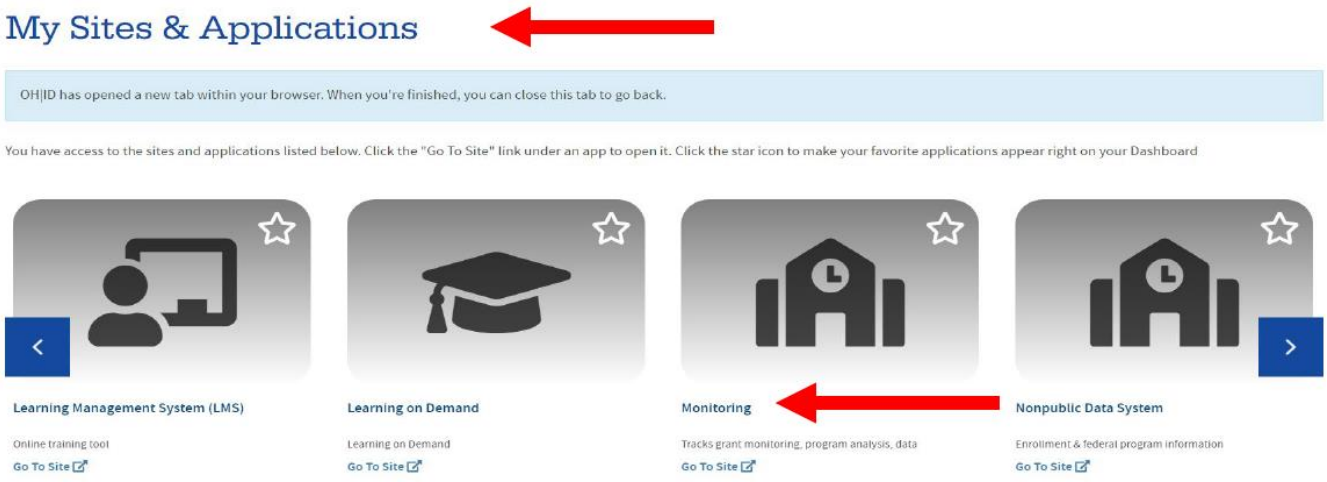
2.Click on the "**OH|ID Portal**" button.

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 becreated 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 the **FY 2023 ESSER Surveys, under the heading "ESSER Grants FY 2023," 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 ESSER 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/IDportal. Select the **Monitoring** program link in the list.



D. Completing the ESSER Grants Cloud Monitoring and TrackingSystem Survey

Once in the Monitoring and tracking system, you will see the Monitoring Dashboard. Select Consolidated ESEA Grants from list of programs associated with the LEA. The Monitoring Page will provide information on the overall status of each survey assigned to the LEA. The title for the ESSER, GEER and EANS surveys is "FY23 Elementary and Secondary School Emergency Relief Fund." Questions will require an upload of a document and/or a comment in a textbox. The federal programs consultant will review the evidence provided and determine if it meets the requirements.

E. Closing the ESSER Grants On-Site and Desk Review Survey

There is a two-step process for closing the ESSER Grants On-Site and Desk Review Survey. The first step 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.

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.

If there are any issues found during the monitoring review, the program specialist will identify the item as an issue. 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.

**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.

1.The Superintendent must approve all corrective action plans submitted prior to approval by theprogram consultant.

2.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.

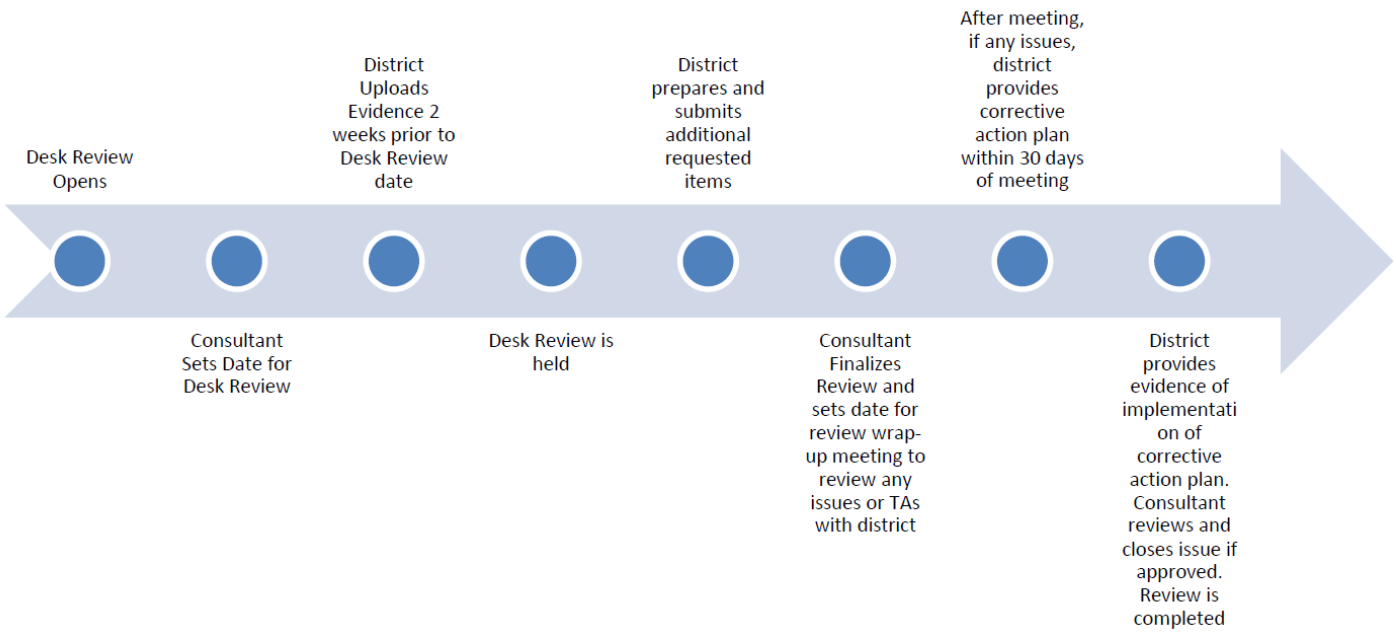
3.Upon approval of the corrective action plan, the district and program specialist will determine a timeline for the district to implement the plan and provide evidence of completion of the plan in the system. The district will upload the evidence on the evidence tab in the system when the action plan has been completed.

4.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.

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

Completion of Desk and On-Site Reviews

Desk Review



On-Site Review

