FY24 On-Site Review Manual







Department of Education & Workforce

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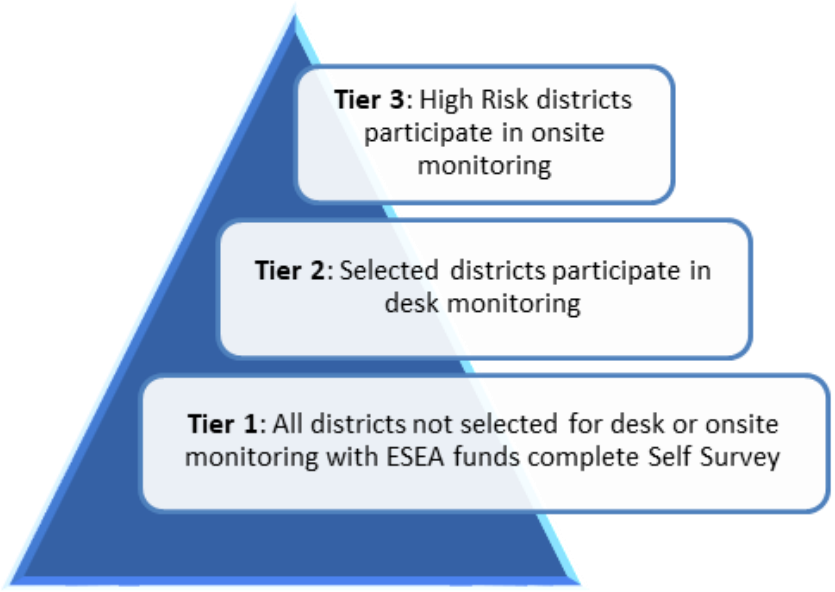
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A. Purpose of Monitoring

The purpose of monitoring in the Office of Federal Programs is to support school districts with the implementation of federal programs as they navigate the Elementary and Secondary Education Act (ESEA) requirements of each program. The intent is not to look for issues but to learn 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 so that they meet requirements and strengthen their programs. This monitoring process helps protect districts and the state of Ohio from consequences that may occur from state or federal audits. To maximize this support, a multi-tier approach is used for federal programs monitoring.

B. Consolidated ESEA Grants Multi-Tier Approach to Monitoring

The Ohio Department of Education's Office of Federal Programs monitors compliance with ESEA programs through a tiered approach. The tiers include Consolidated ESEA grants self survey, desk review, follow-up desk, and on-site review. Risk factors are used to determine which tier a district is assigned.



FEDERAL PROGRAMS SELF-SURVEY

Every district not selected for a desk or on-site review must complete the Consolidated ESEA grants self survey. The Fiscal Year 2023 (FY23) survey will be available in the OH/ID Monitoring tile. The deadline to complete the survey is June 30, 2023. If you have additional questions, please contact your consultant in the Office of Federal Programs.

FEDERAL PROGRAMS DESK REVIEW

The Office of Federal Programs selects approximately 6 percent of the districts in the current school year for additional monitoring through a desk review. The district uploads specific requested documentation into the monitoring system. Upon satisfactory completion of the desk review, the Office of Federal Programs consultant indicates in the monitoring system 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 issues, 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 March 31, 2023.

FEDERAL PROGRAMS FOLLOW-UP DESK REVIEW

A follow-up 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 follow-up desk review must also complete a self survey in addition to the follow-up desk review.

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. The team conducts a review of programming and documentation to verify compliance with requirements outlined in the on-site survey. 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, 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. 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. Background to the Monitoring System

Monitoring season begins each year between November and January. The Ohio Department of Education's compliance tracking system migrated to the cloud-based monitoring and tracking system in January 2020. 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. The prior Compliance tile no longer functions, only retaining prior years' data.

D. Accessing Consolidated ESEA Grants Monitoring System

Users can access the online Consolidated ESEA Grants Monitoring 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.

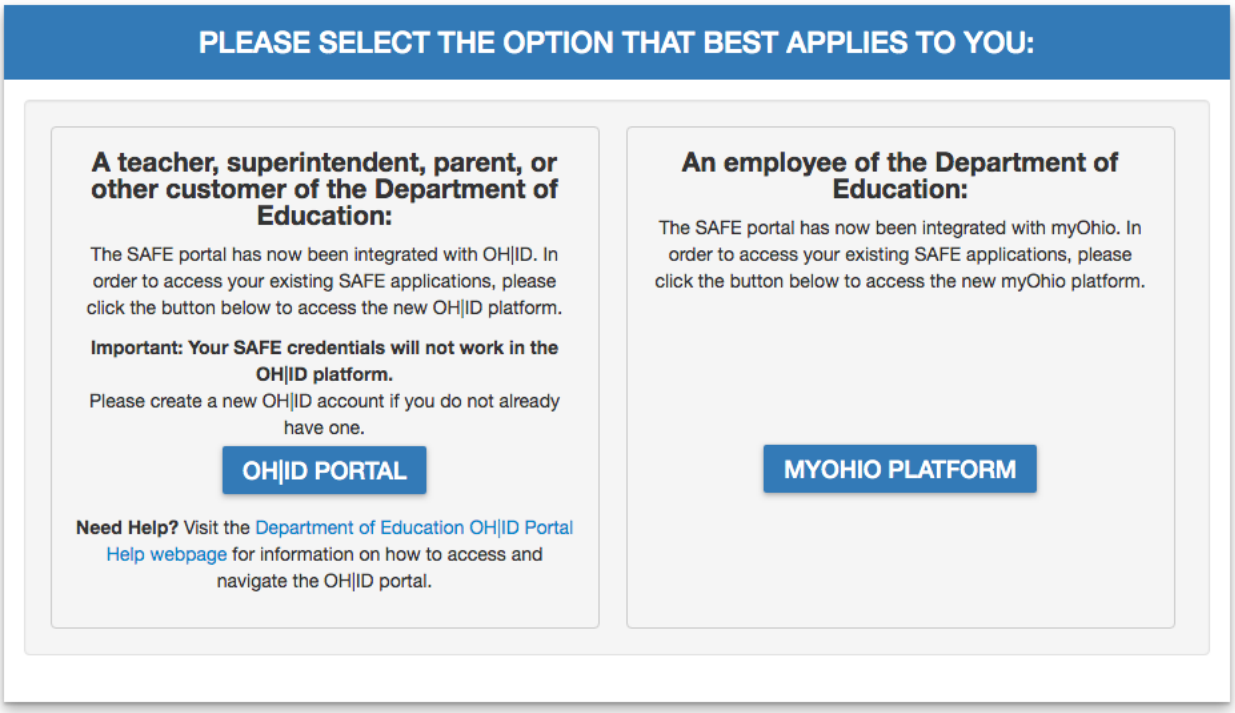
If you need technical support with your account, contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov.

Logging on with the OH/ID account:

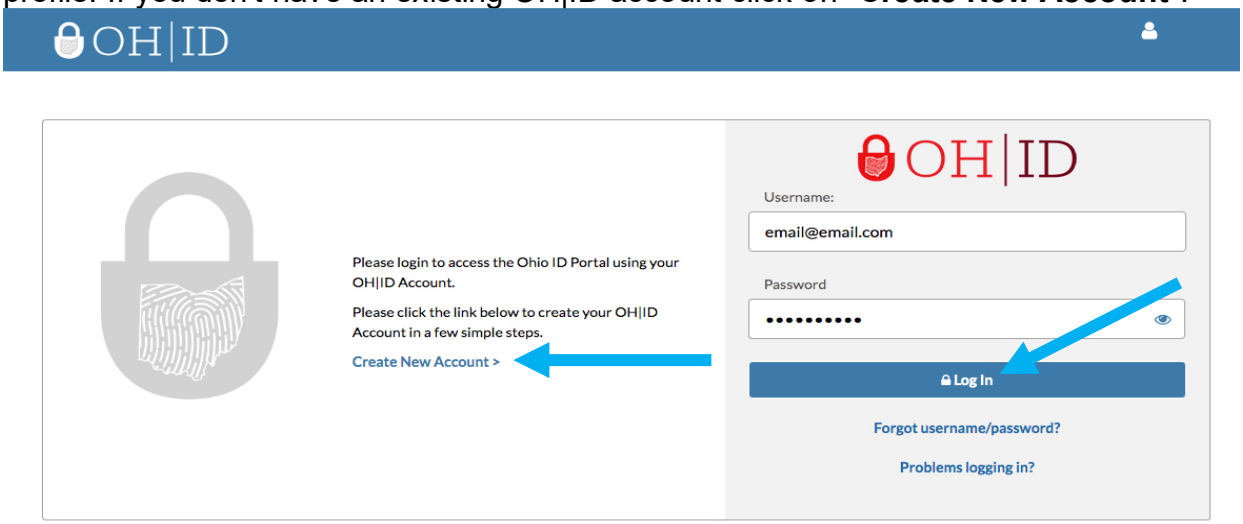
1. Click the "**Login**" link at the top of the education.ohio.gov homepage.



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

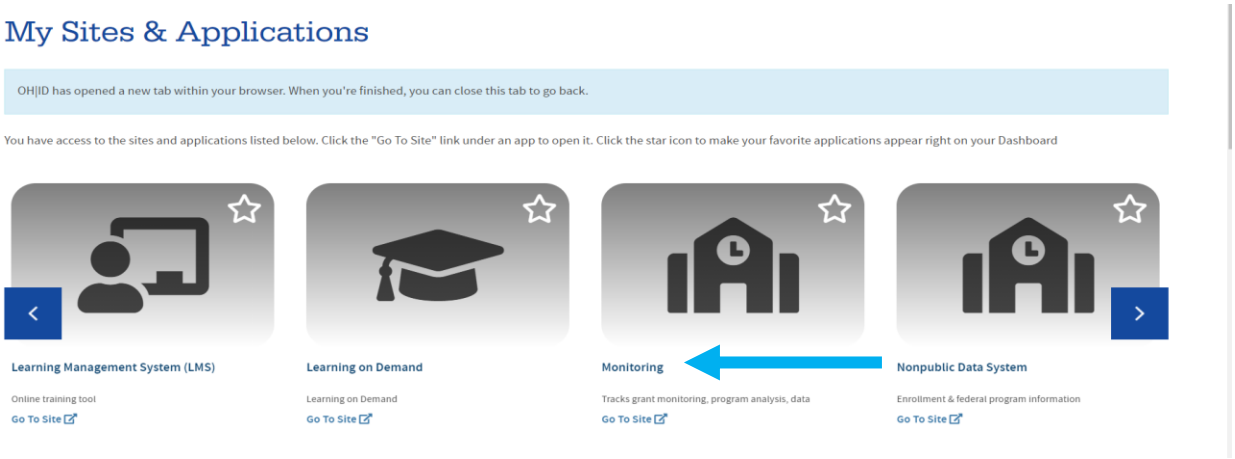


3. Enter your OH|ID username, password and click the "**Log In**" button
Note: Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile. If you don't have an existing OH|ID account click on "**Create New Account**".



To access the **Consolidated ESEA grants survey you must have one the following roles assigned to you in the Ohio Educational Directory System (OEDS): 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. 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** tile in the list.



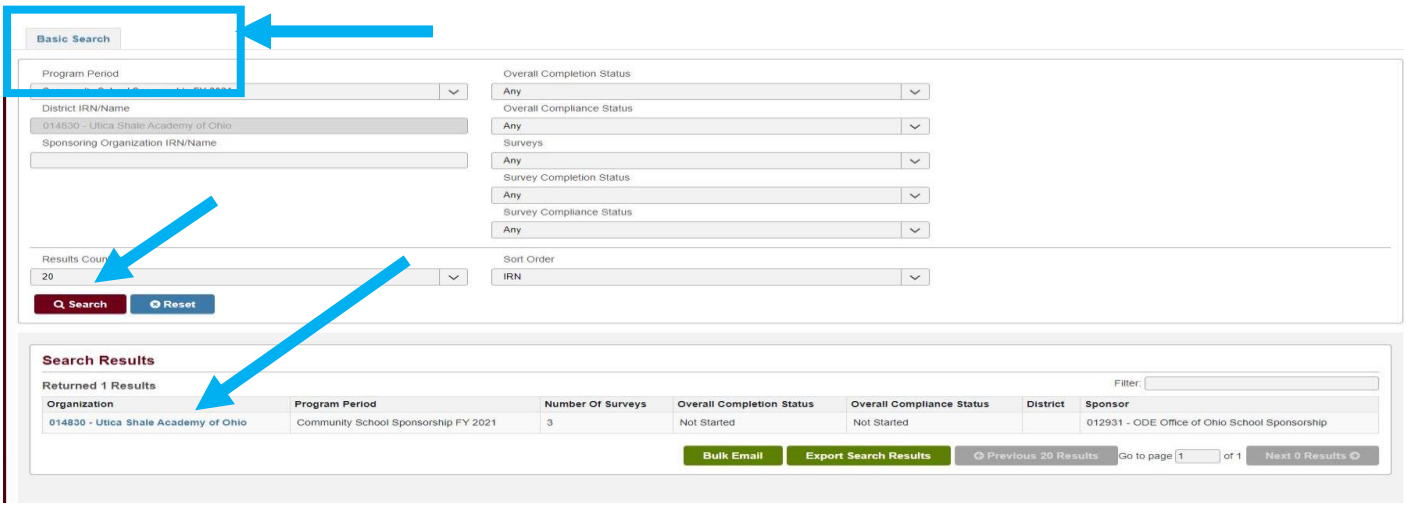
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E. Completing Consolidated ESEA Grants Monitoring Survey

1. Once in the monitoring system, you will see the monitoring dashboard. The dashboard provides grant survey selection options, as well as announcements.

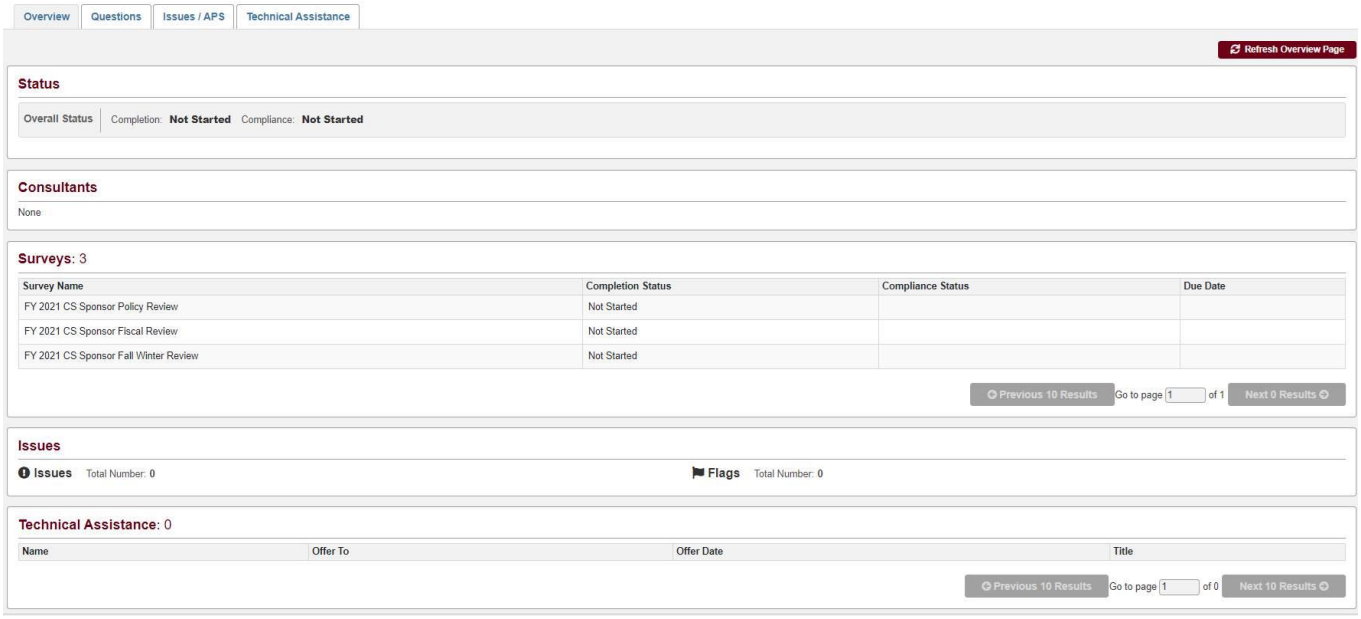
2. Select Consolidated ESEA Grants from list of Available Programs under Select a Program.

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

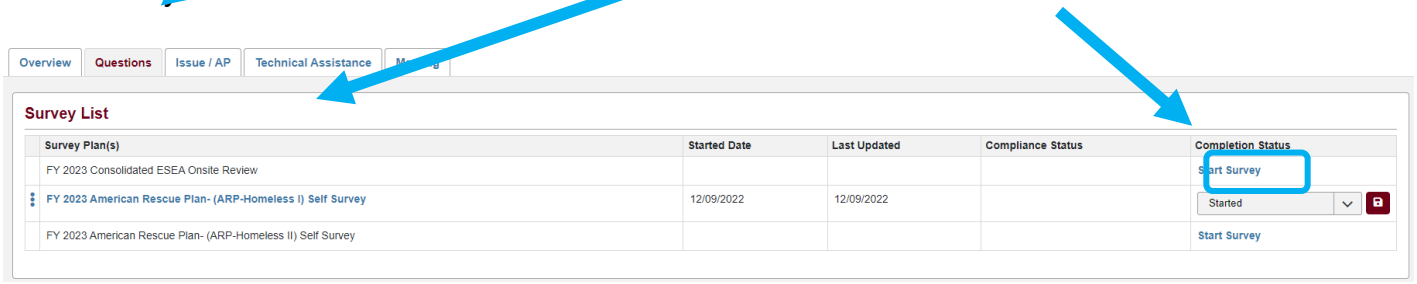


4. Click on your blue link to your district under Organization in the search results section.

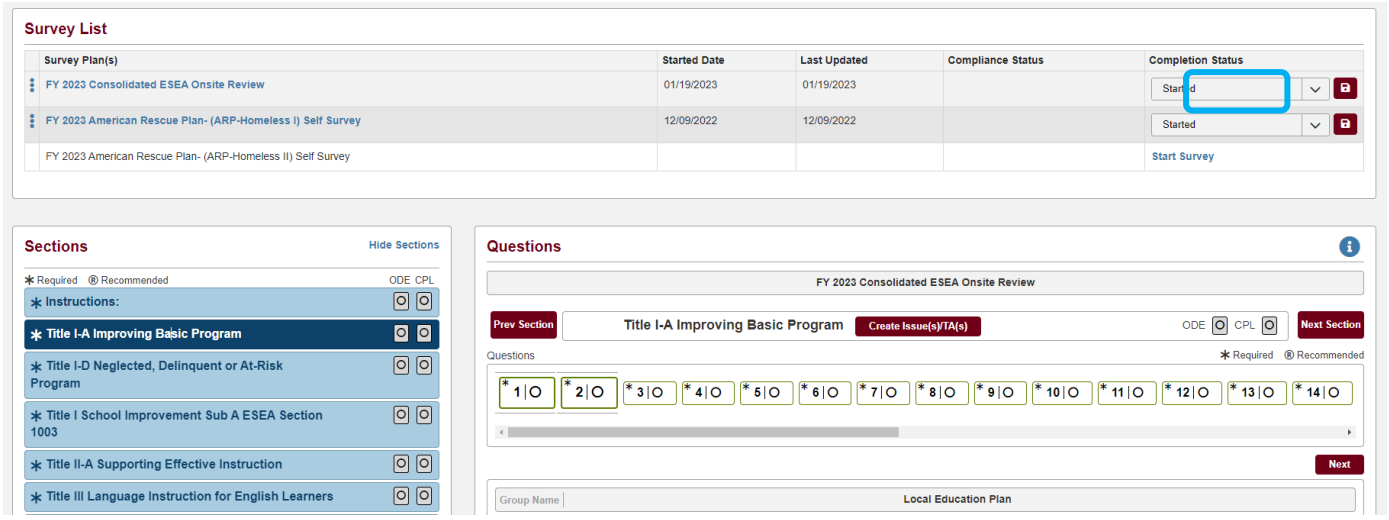
5. The monitoring page will open to the overview tab. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA programs. Most of you will only have one. In the situation below, the district has three surveys to complete.



6. Click on the Questions tab at the top of the page. Select the survey you want to start working on from the list. Next, click on Start Survey.



The completion status will change to “Started” and the questions will populate for your district’s survey below the list of surveys.



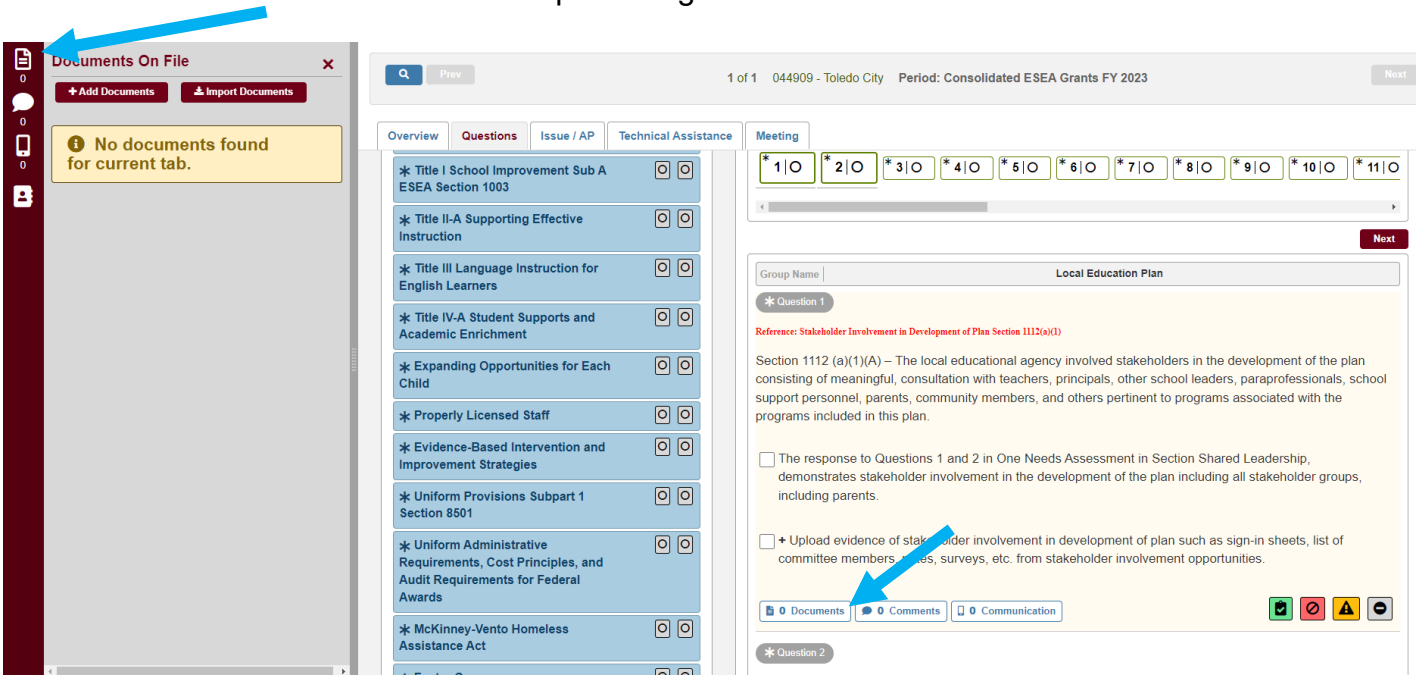
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Each section has question groupings displayed on the right. When you select a section, the question numbers will show up on the right-hand side of the page. Each grouping of questions will populate below the numbers as you click on the numbers. The grouping title will display above the questions highlighted.

The district needs to respond to all required questions which are denoted with an asterisk (*) next to the question number. Questions will either require an upload of a document or a comment added in a text box. NEW: Districts do not need to mark the checkboxes. This will be done by ODE consultants as they review the evidence provided for each question. If there are multiple documents listed as optional, the district may select which type of document they will upload to show compliance for that question. The consultant will review the evidence provided and determine if it meets the requirements.

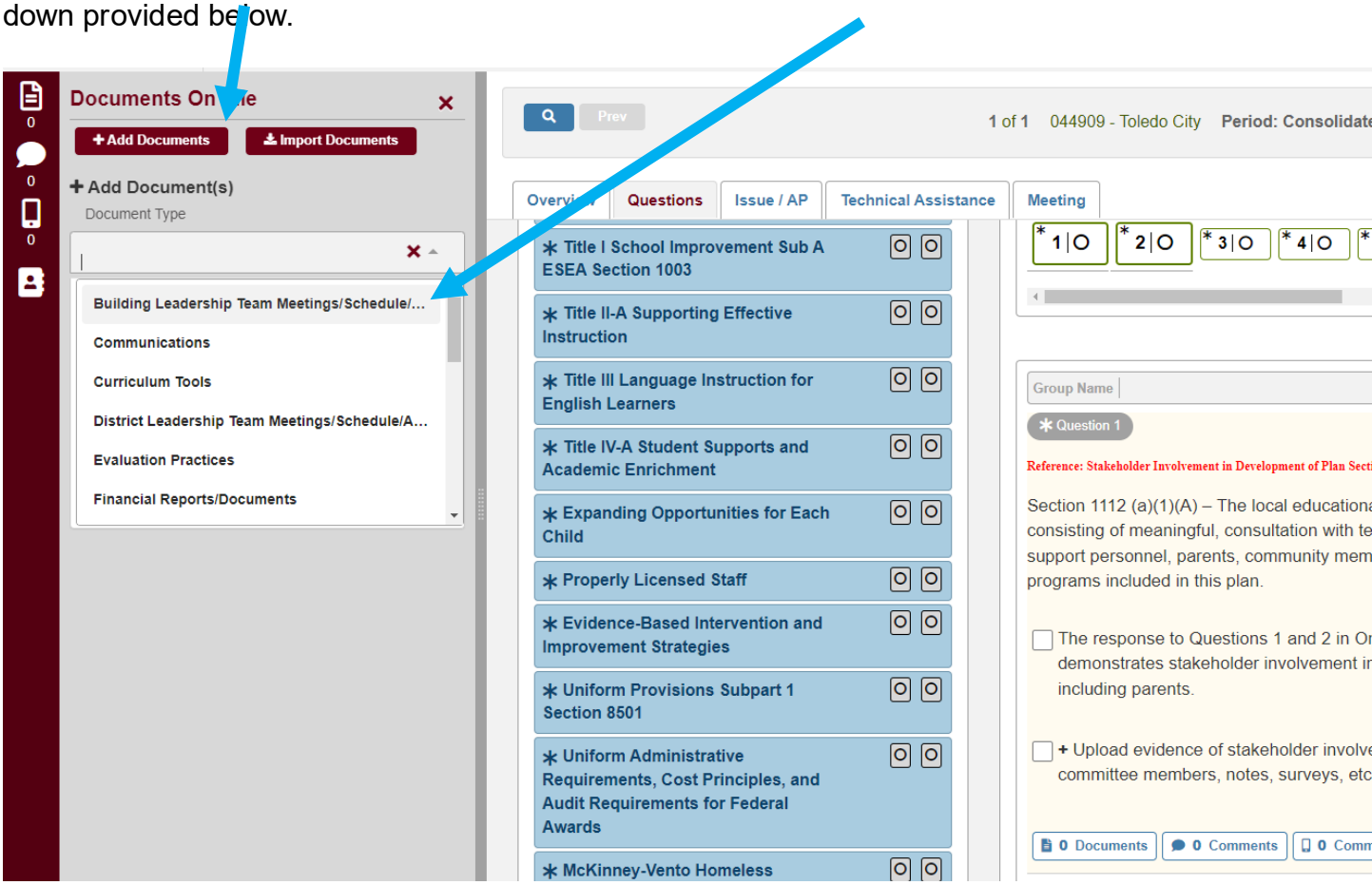
I. Uploading Documents in the Monitoring System

1. Choose one of 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.

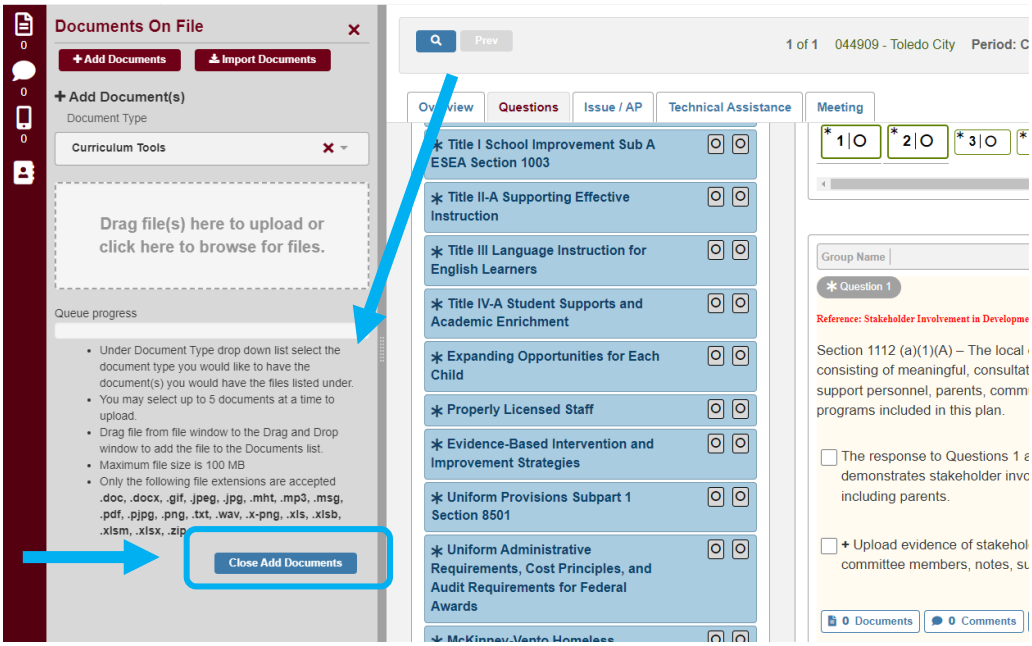


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2. Select Add Documents in the window and then select the document type in the drop down provided below.

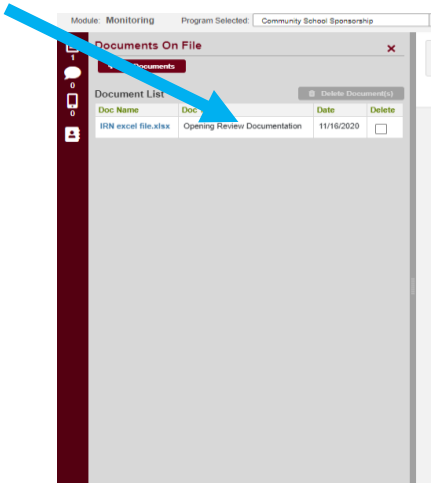


3. A district can drag the file into the window provided or by clicking in the area browse window will open allowing a district to select the document from their files. Select Close Add Document.



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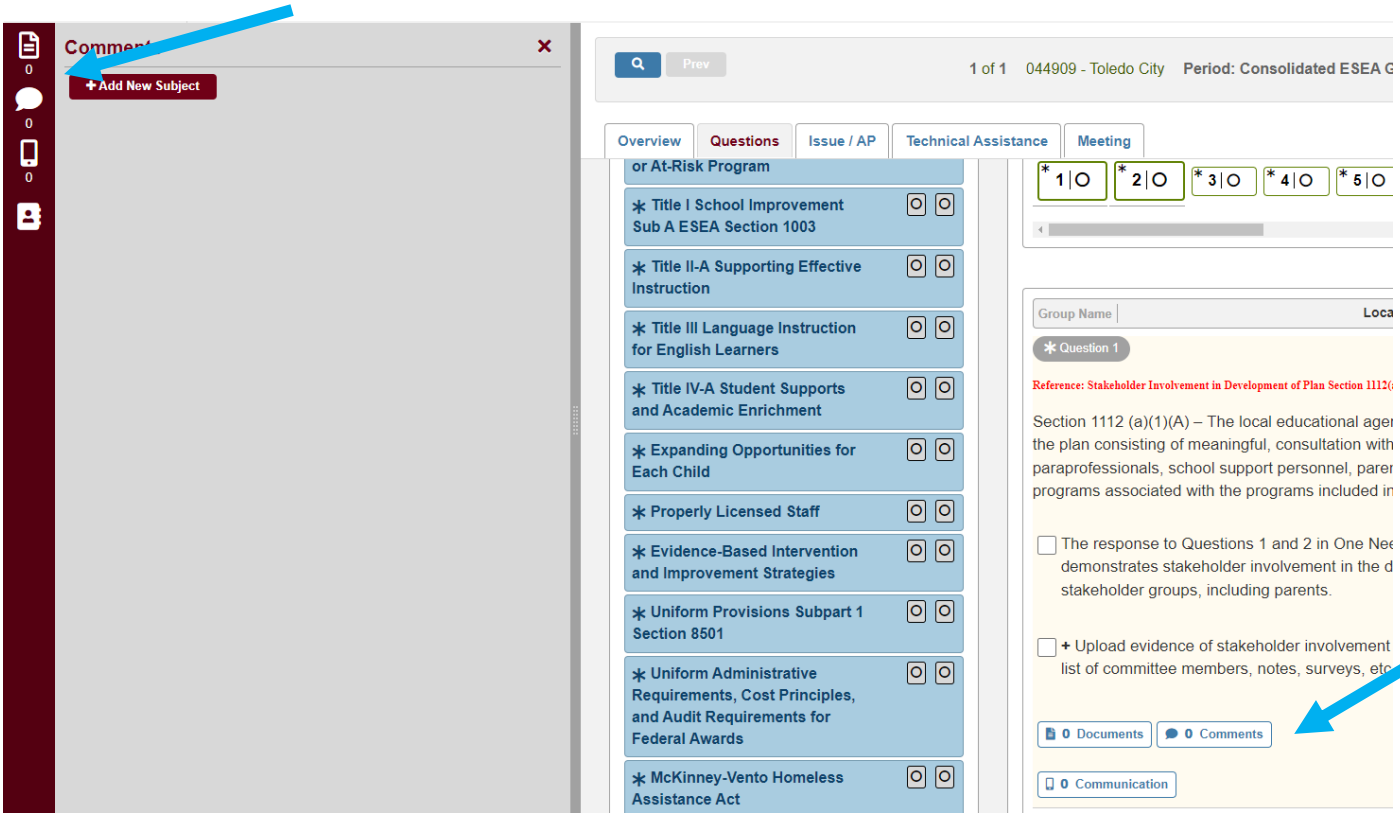
4. The document will appear in a list on the screen.



II. Adding Comments in the Monitoring System

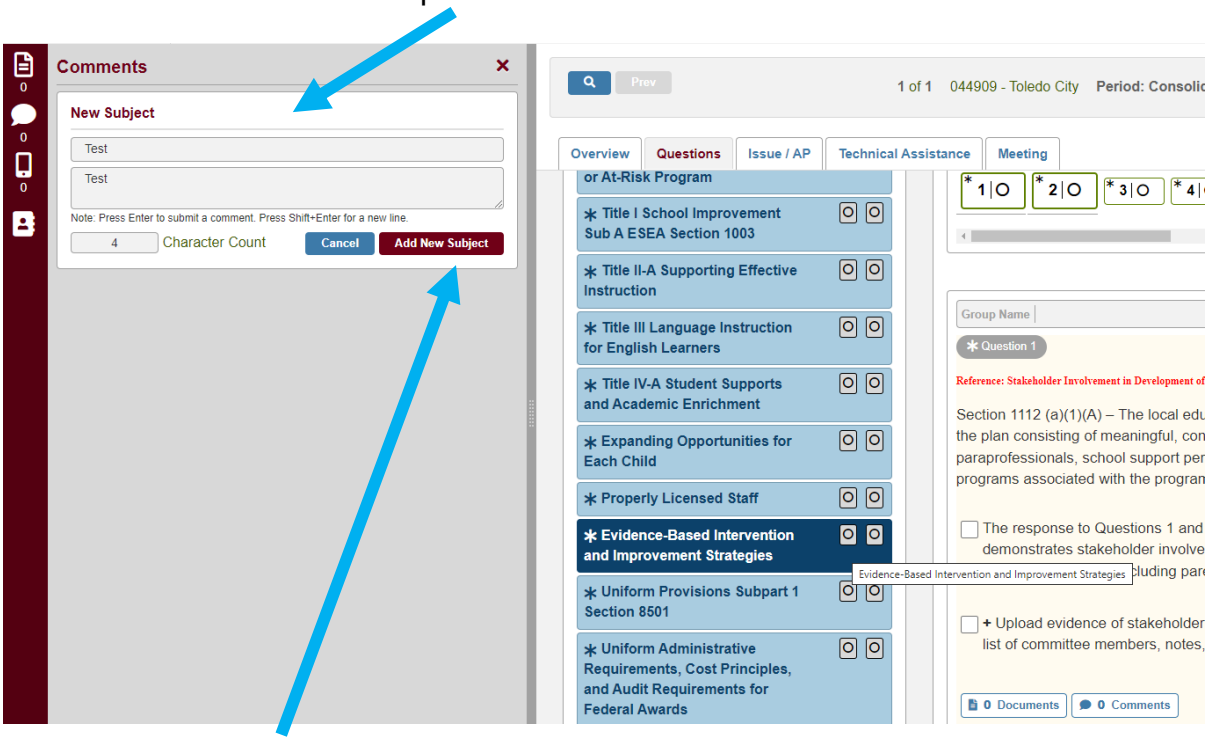
To add a comment to a question, you will take similar steps.

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

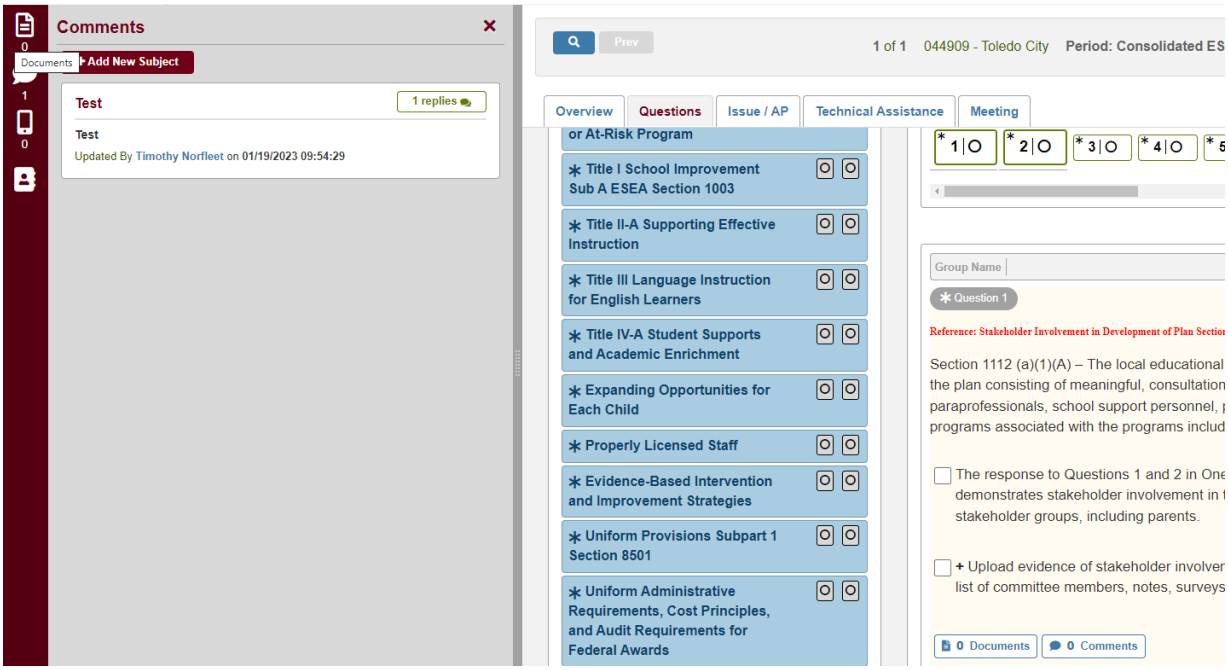


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2. A window will open to add a comment. Add a subject for your comment and type the comment in the textbox provided.



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



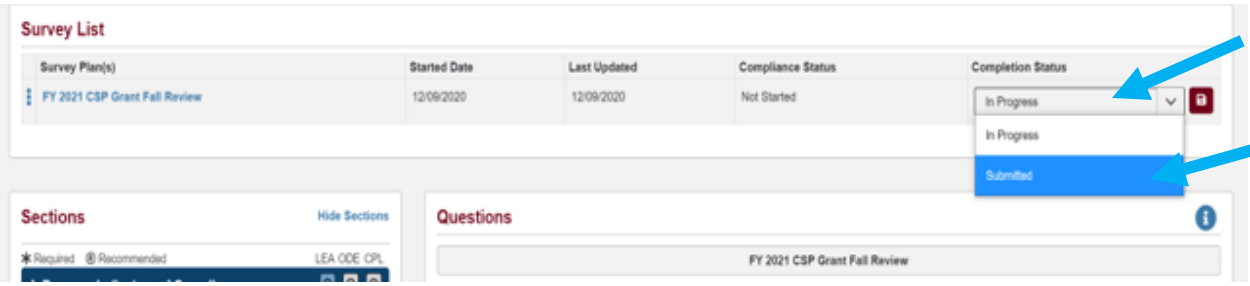
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F. Closing the Consolidated ESEA Grants On-site Survey

There is a two-step process for closing the Consolidated ESEA grants on-site 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.

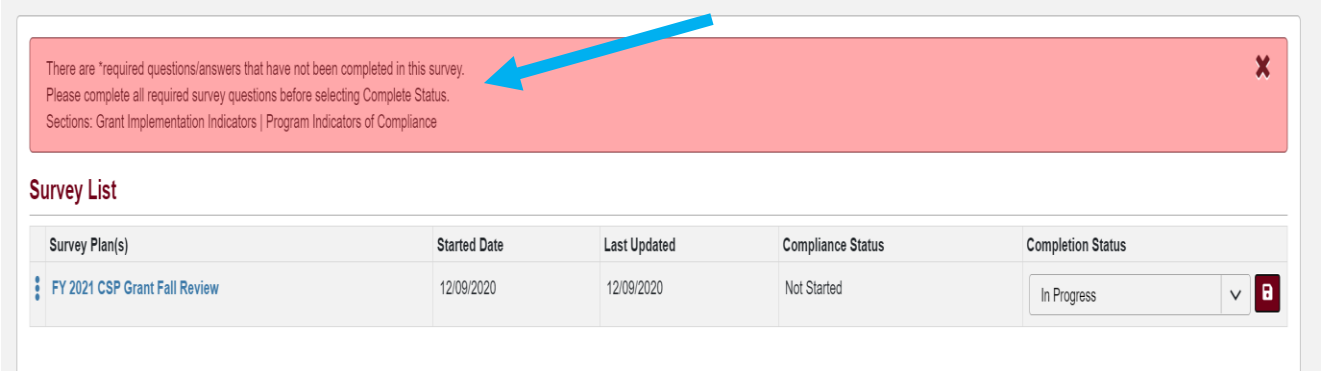
Step 1: Closing the On-site Survey with *Submitted* and *Survey Completed*

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

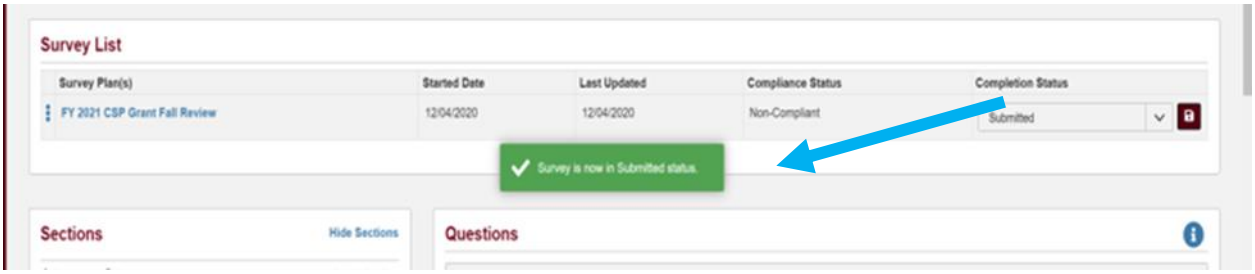


Special Note about Error Message during Submission

All updated documents and comments need to be uploaded before a district changes the survey to submitted. 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. Address the missing document uploads and try again.



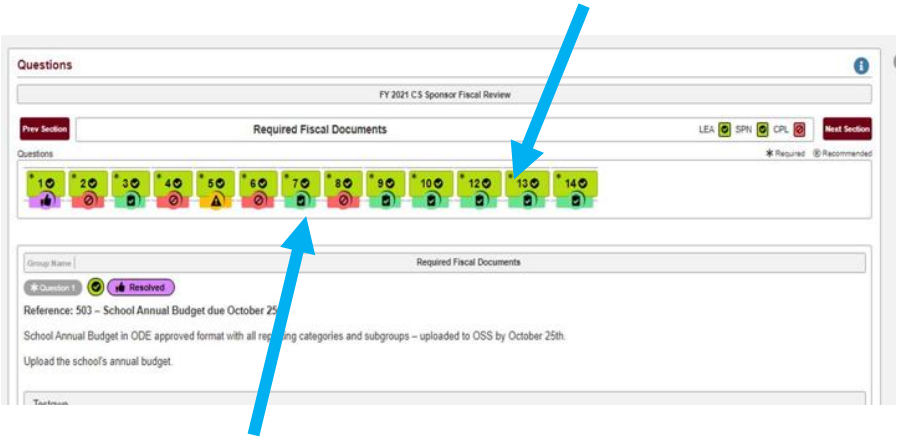
2. Once all the required items have been checked and the documents uploaded or completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select *Survey Completed*. A message will appear as below indicating that the district has successfully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



Step 2: Closing the On-site Survey with Consultant Review

1. The consultant will review the evidence the district provided for each required item and determine if it meets the criteria for that item. The consultant 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.

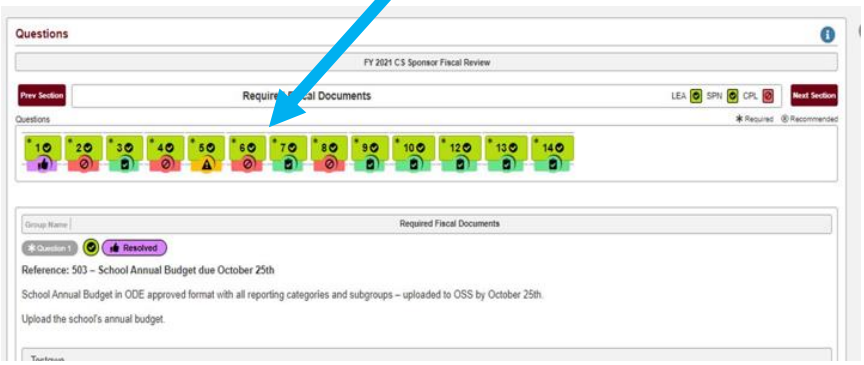


2. Items that are marked yellow with a triangle will have technical assistance provided on the technical assistance tab at the top of the page. The consultant will review each technical assistance item with district staff and discuss with the district what areas within the item may be improved upon and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

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

Step 3: Closing Identified Issues if Applicable

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



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

3. After the consultant 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.

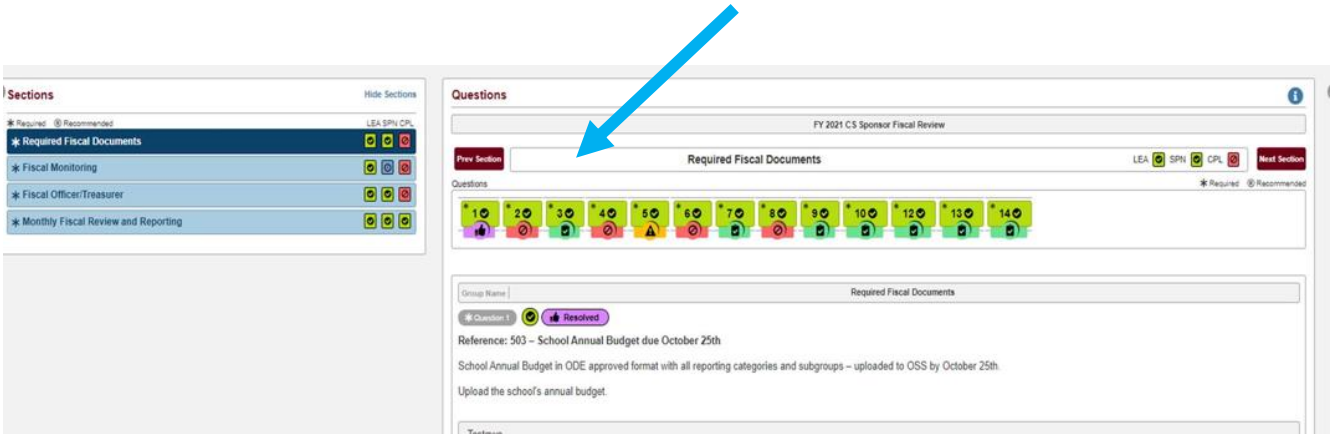
   Special Note about Immediate Correction
   Sometimes a district can immediately correct the issue and provide evidence that it has been implemented. In these instances, the district only needs to upload the evidence and the program specialist can change the issue to resolved. No corrective action plan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

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

5. Once a district superintendent has approved a district's action plan, the consultant 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 consultant 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 consultant 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.

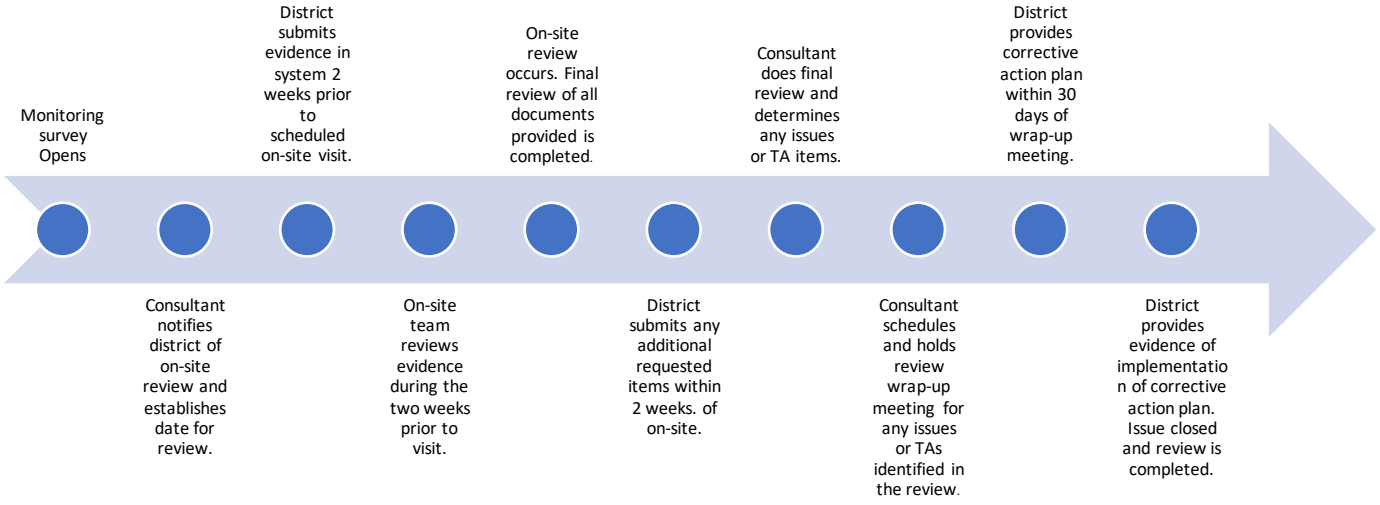


8. When all issues have been resolved, the compliance process is complete.

G. Timeline and Flowchart for On-site Review Completion

On-site Review Timeline for FY23			
Monitoring System opens in January	On-site reviews held between January and April 2023	Corrective Action Plans provided within 30 days	System closes June 30th – All Corrective Action Plans must be in approved status

On-site Review Flowchart



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