# FY24 Desk Review Manual







Department of Education & Workforce

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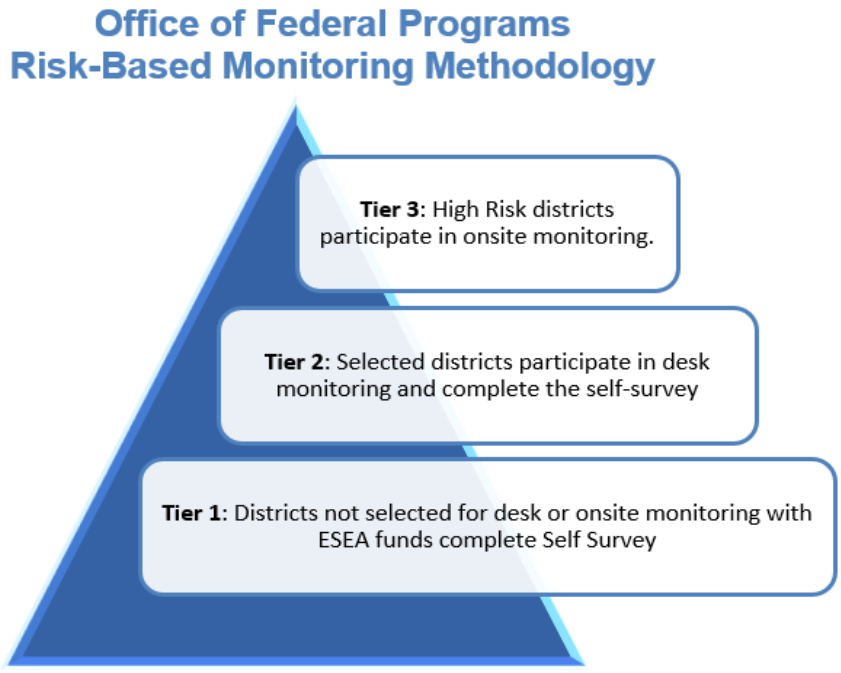
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## Purpose of Monitoring

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 program within the Elementary and Secondary Education Act. 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-tiered approach is used for federal programs monitoring.

## Consolidated ESEA Multi-Tiered 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, follow-up desk review and on-site review. Risk factors are used to determine which tier a district will complete.



## I. Federal Programs Desk Review

The Office of Federal Programs selects approximately 8 percent of the schools and districts in the current school year for additional monitoring through a desk review. The desk review is a short version of the on-site review. It is conducted through a virtual meeting and focuses on the districts processes and procedures for implementing federal program requirements. The school or district uploads specific requested documentation into the monitoring system as well as provides descriptions for their processes and procedures in the monitoring system and during the desk review interview. Due dates for desk reviews are established by the Federal Programs consultant. Districts must have responses and documents available by the date of the review. 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 school or 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 school or district. **Schools and districts that have a desk review must also complete a self-survey in addition to the desk review to assure that the district is maintaining all required evidence for their Consolidated ESEA programs.**

## II. Federal Programs Follow-up Desk Review

Any district that participated in an onsite and/or desk survey in the prior year and received a finding(s) must participate in a Follow-up Desk Review the next year. The Office of Federal Programs will conduct a Follow-up Desk Review consisting of only those items that were finding(s) from the previous year's monitoring. Districts must submit evidence of continuation and/or completion of all elements in submitted corrective action plans to address the issue. The Follow-up Desk Review provides the Office of Federal Programs and district an opportunity to assure that the issue was thoroughly addressed, clarify any confusion that may still exist around the issue, provide needed support, and assist the district with finalization in processes or procedure changes that need to occur to meet compliance on identified issue(s). This also allows the district to implement those items that often fall within an earlier timeframe in a school year.

# Accessing Consolidated ESEA Grants Monitoring an Tracking System

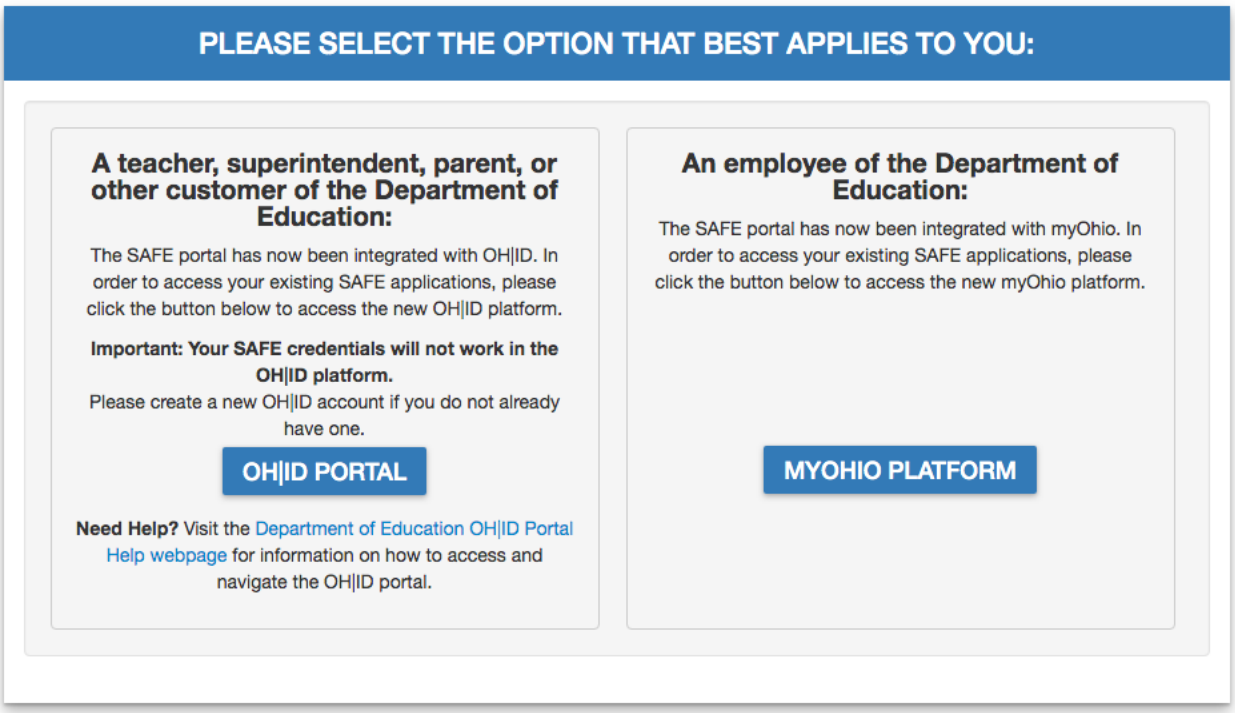
Users access the online Consolidated ESEA Grants Monitoring Survey through the Ohio Department of Education's OH|ID secure web portal log-in (formerly known as SAFE (Secure Application for Enterprise). Through the OH|ID online portal, all applications are accessible to all education users. Users can 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.

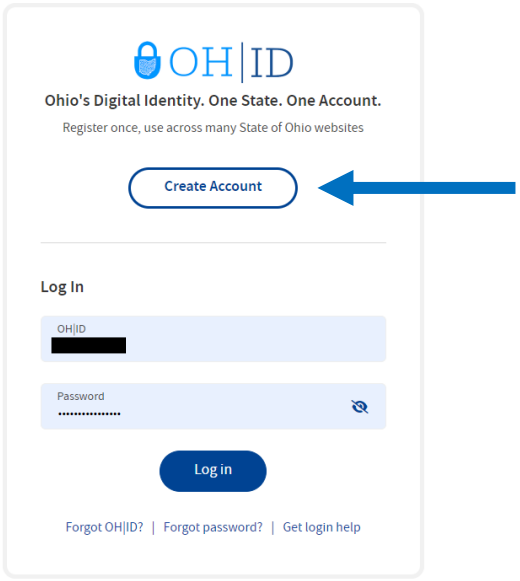



3. Enter your OH|ID username and password and click the "**Log In**" button

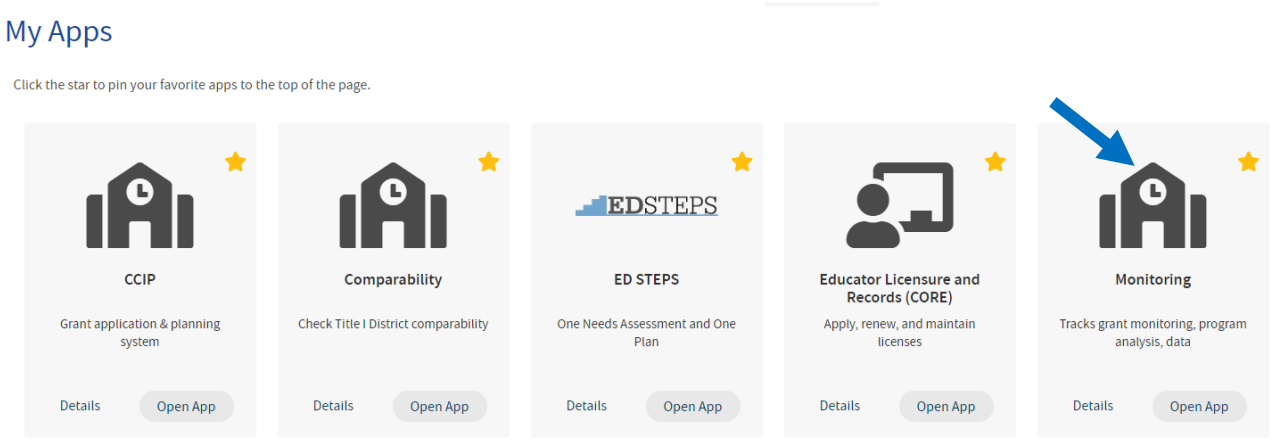
**Note:** Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile.

**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 EntryPlanning- CCIP or 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 one of these roles to you.)* 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 tile in the list.

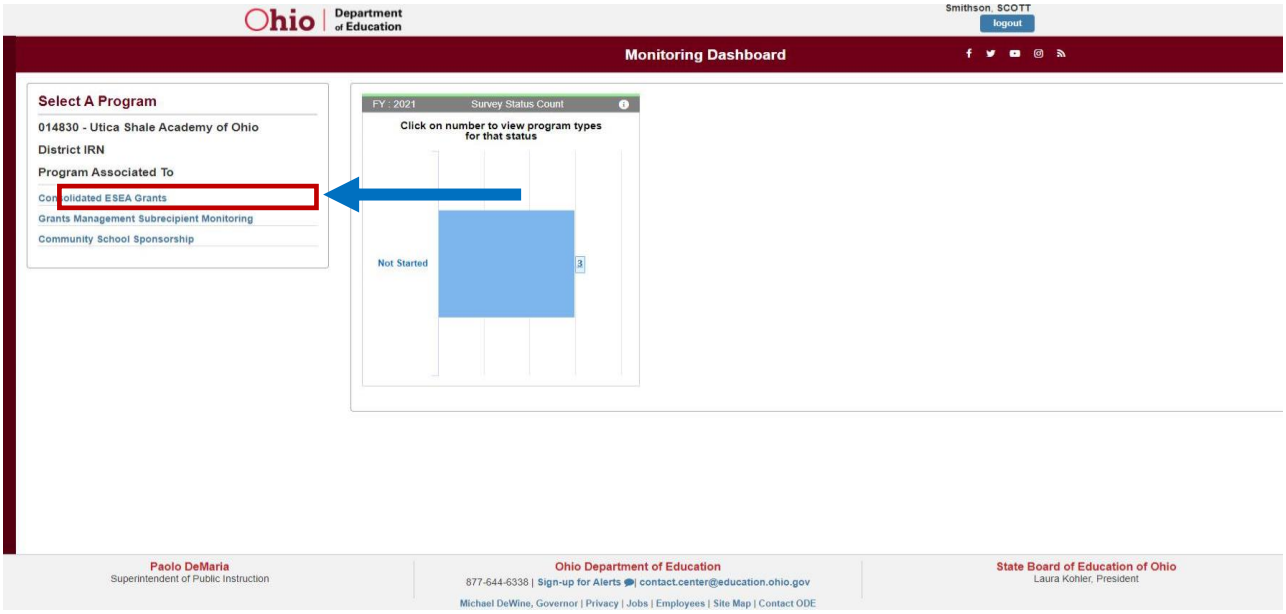





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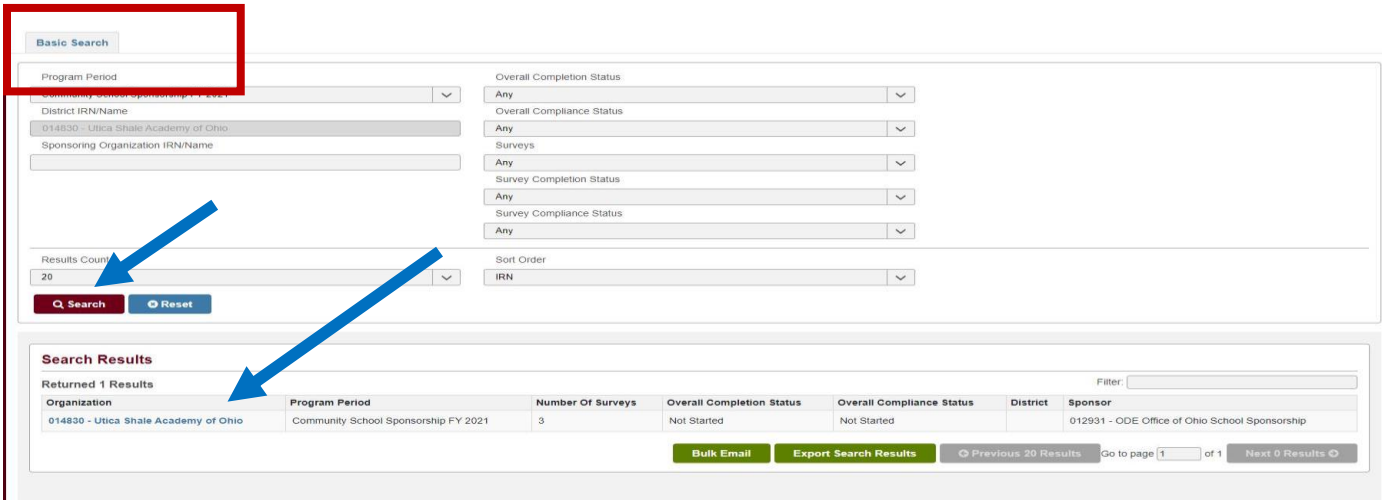
# D. Completing Consolidated ESEA Grants Monitoring System Survey

1. Once in the Monitoring system, you will see the Monitoring Dashboard. The Dashboard provides you with at-a-glance information, 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.

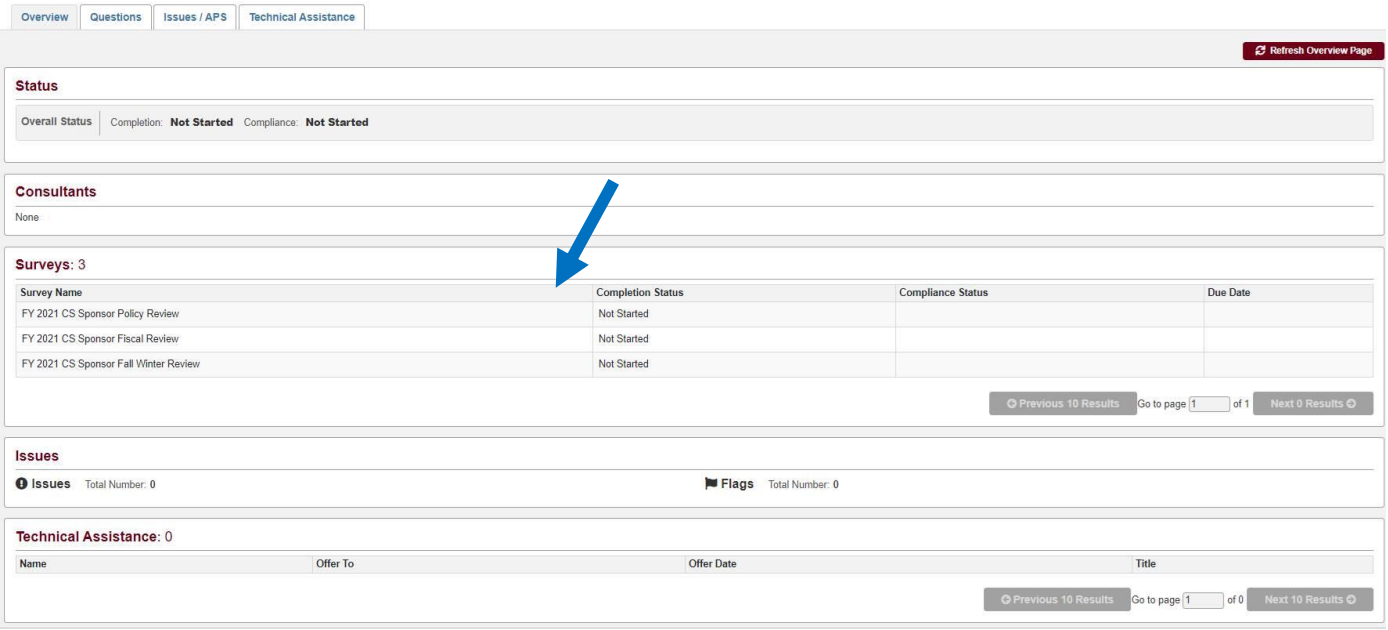



4. Click on the link to your district in the Search Results section.

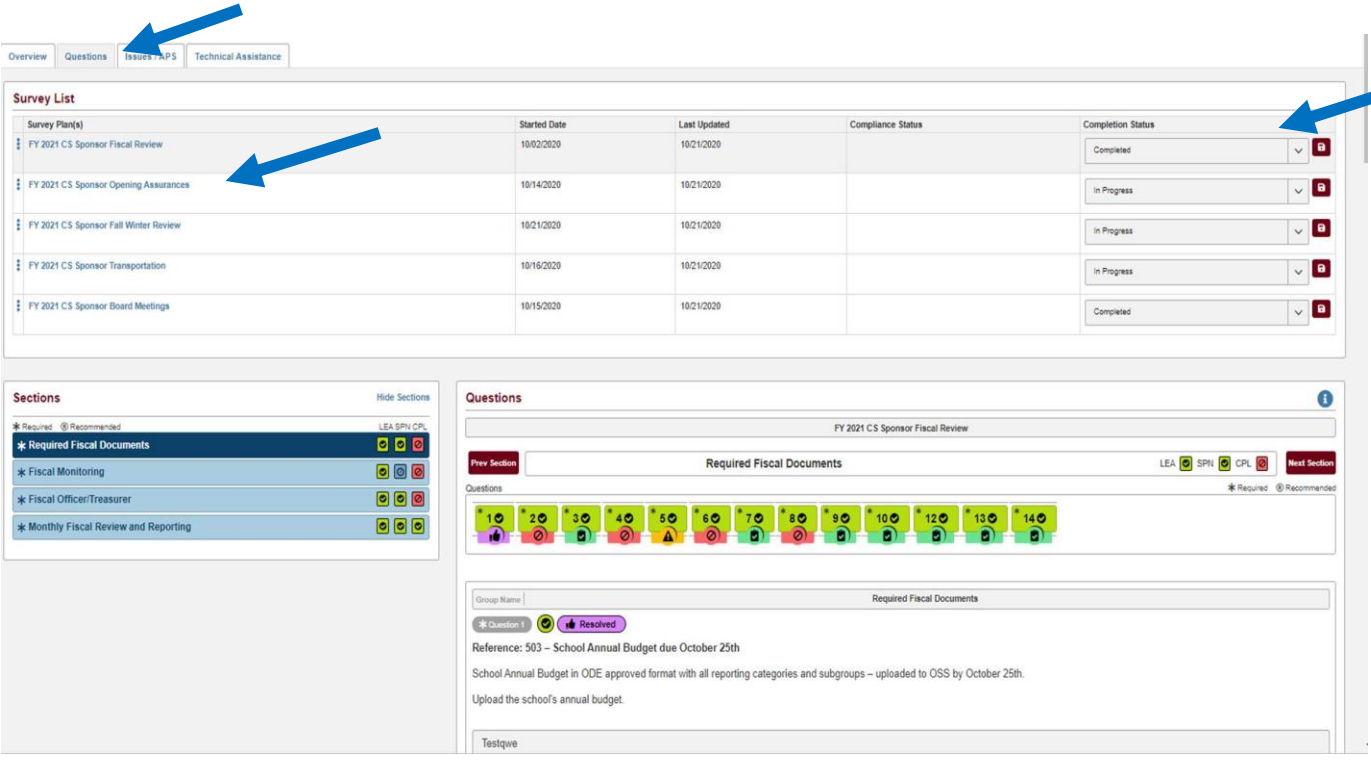


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5. The Monitoring Page will open to the overview tab. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA programs. Most of you will only have one. In the situation below the district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




6. Click on the question tab at the top of the page. Select the survey you want to start working on from the list. Change the status to Draft Started. The questions will then populate for your district's survey.

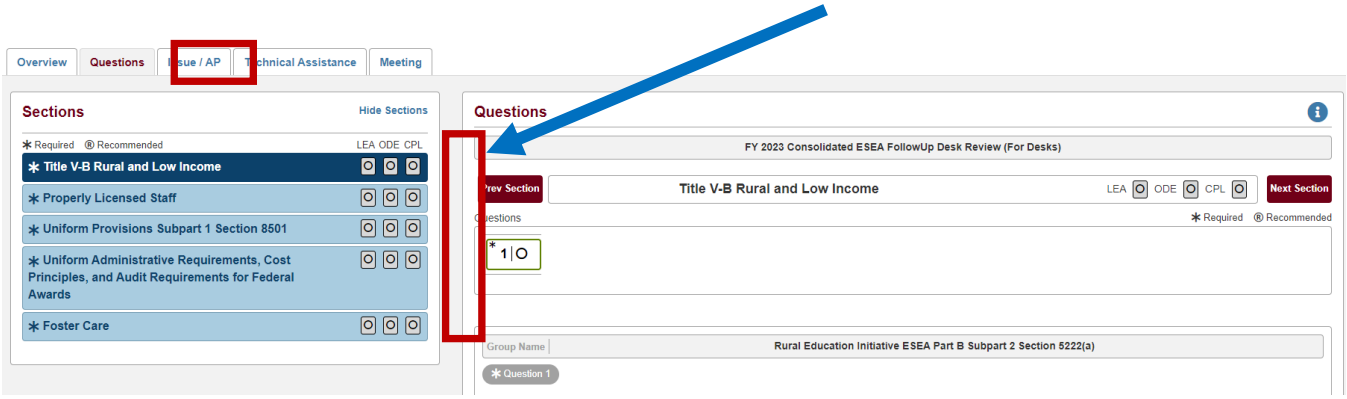





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The survey will populate below with the questions organized into sections. Each section has sub-sections located in question groupings on the right. As you highlight a section, the question numbers will show up on the right-hand side of the page. Each grouping of questions will populate below the numbers as you click on the numbers. The sub-section title will display above the questions highlighted.

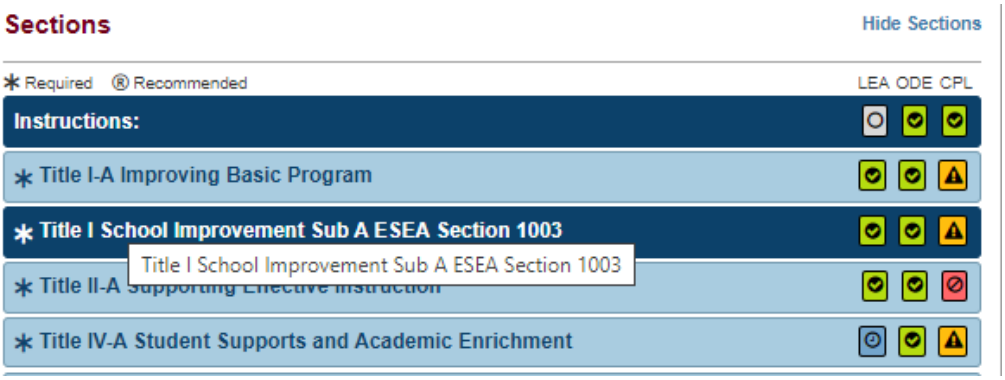
For a regular Desk Review, all questions across all ESEA grants the LEA receives will be populated in the Sections area. LEAs are required to answer all questions contained in the survey. When the survey is first started, the green check boxes will be blank as in the snapshot below. Once the LEA responds to the question and uploads documentation, the box will turn green. LEAs cannot submit the survey until all boxes in the LEA column are green.




NOTE: For a Follow-Up Desk Review, only the questions in which there was an Issue entered in the system from the previous year will populate in the Sections area. These are the only questions that LEAs need to address and upload documentation/evidence for. The purpose is to ensure that Action Plans from the previous year have been implemented.

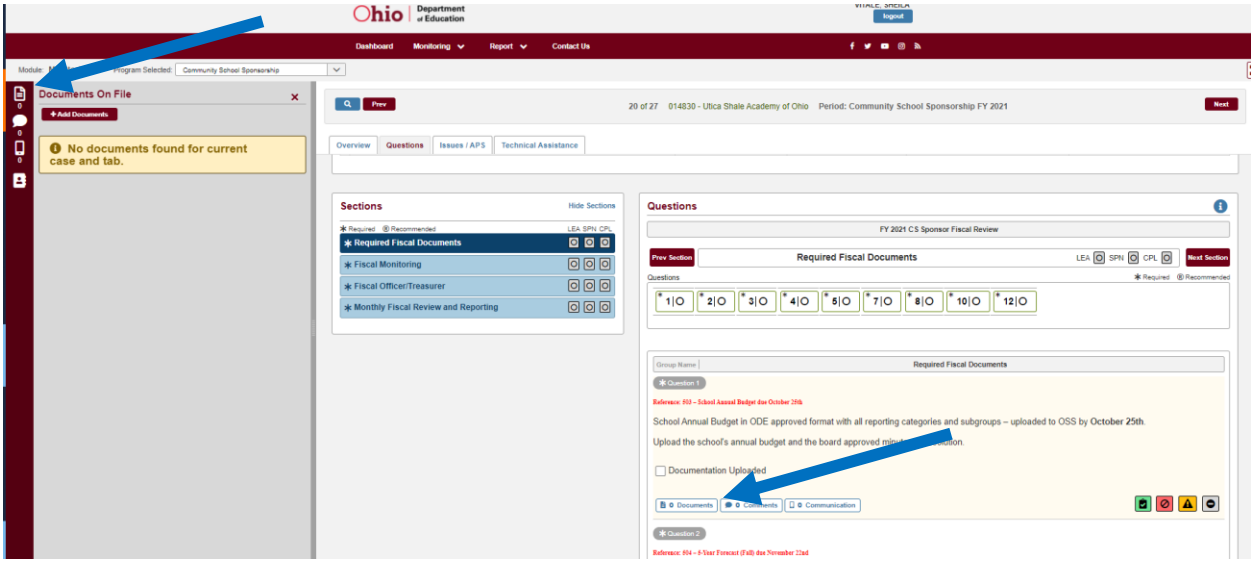
The district needs to respond to all required questions showing. Questions will either require an upload of a document or a comment in a textbox. The federal programs consultant will review the evidence provided, put a checkmark in the box next to the evidence, and determine if it meets the requirements.

Once the survey has been reviewed by the Office of Federal Programs consultant, the ODE column will turn green. The Compliance column (CPL) will be green if compliant . If there is a TA or more information is needed, the icon will populate. If there is an Issue with the question, the icon will populate.

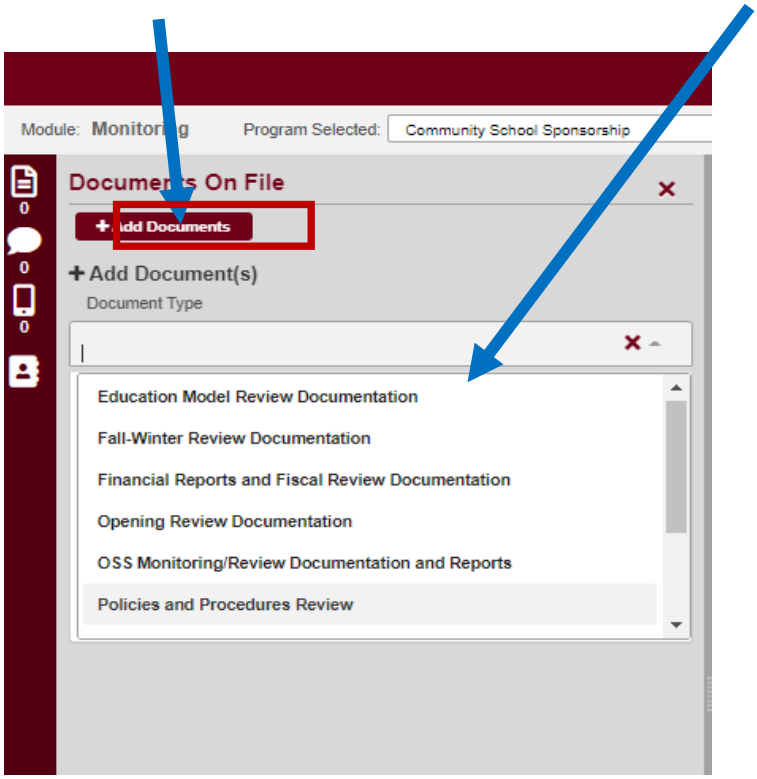



## Uploading Documents

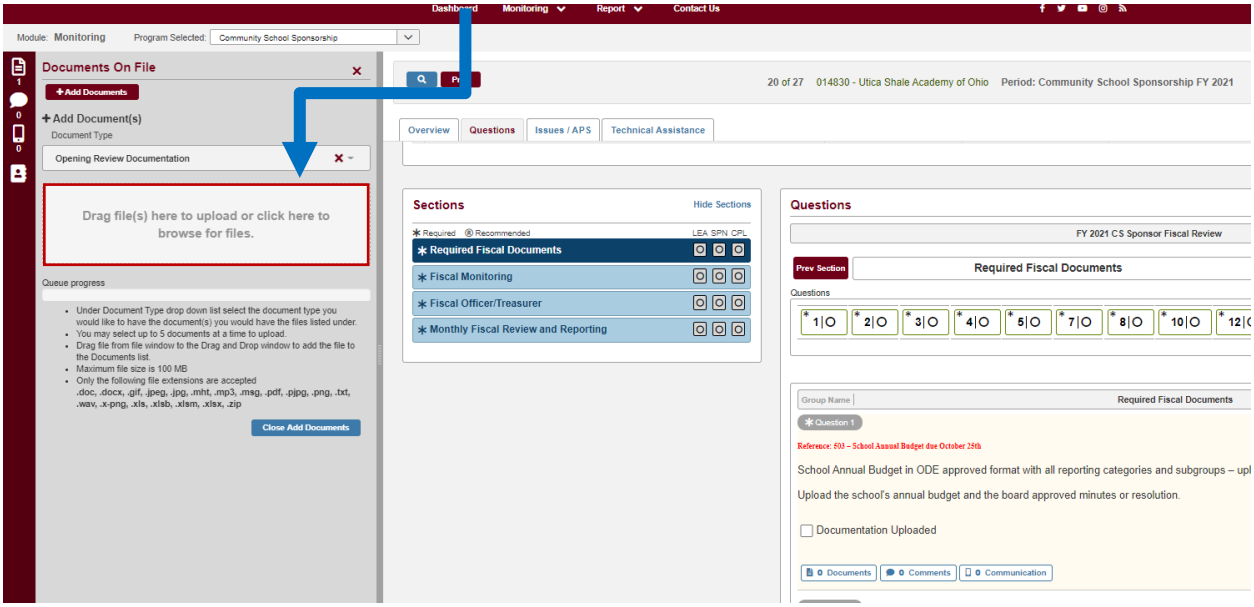
1. There are two ways to upload a document to a question: a.) by clicking on the documents link at the bottom of the survey. b.) by selecting the document icon on the left-hand side of the screen. Either method will open a flag area on the left side of the screen.



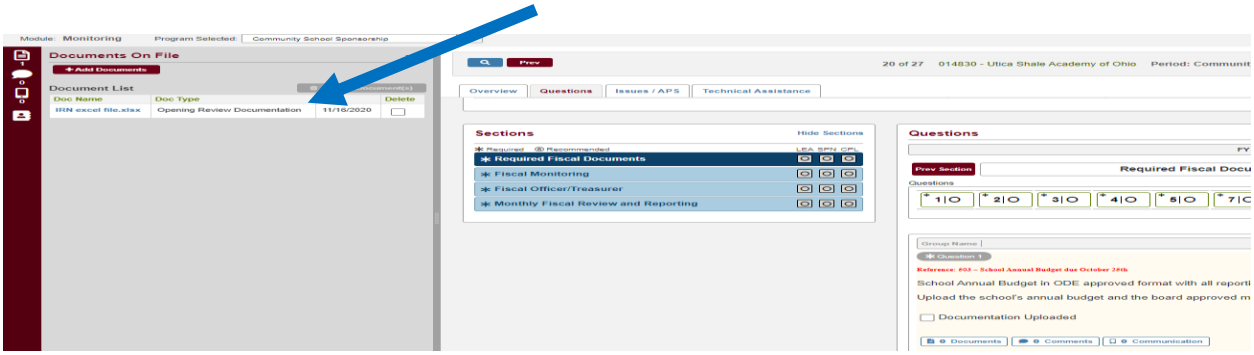
2. Select +Add Documents in the window and then select the document type in the drop down provided below.



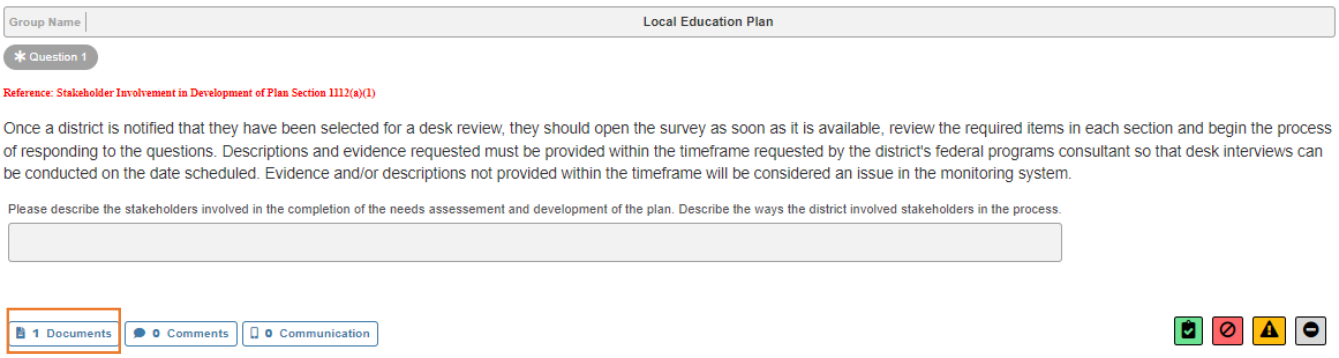
3. A district may drag a file into the window provided or by clicking in the area, a window will open allowing a district to select the document from their files.
4. Select Close Add Document.



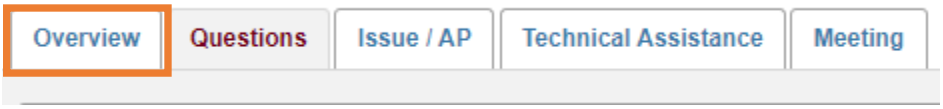

5. The document will appear in a list on the screen.




***6.*** Once a document has been **uploaded to the question**, the document count will change and the document will have been added to the Document Library and may be used again. (See note on following page). ***It is important that documents are linked to the question so that the consultant can determine if the evidence provided is correct for that item. The consultant cannot "guess" which document the district is providing for an item from the document library.***



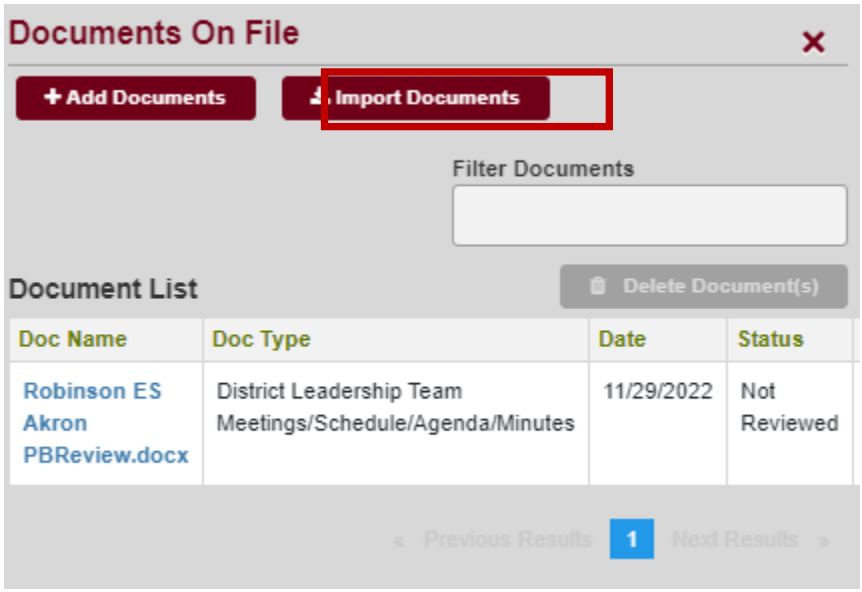

NOTE: A document may be used more than once in the survey to provide evidence for multiple questions. Uploaded documents are added to the survey's document library which can be accessed for quick retrieval. To access the document library, click the Overview tab.




Clicking the 

icon allows you to view existing documents. To attach a document to a question:

1. Click Import Documents and choose the wanted documents from the Document List.

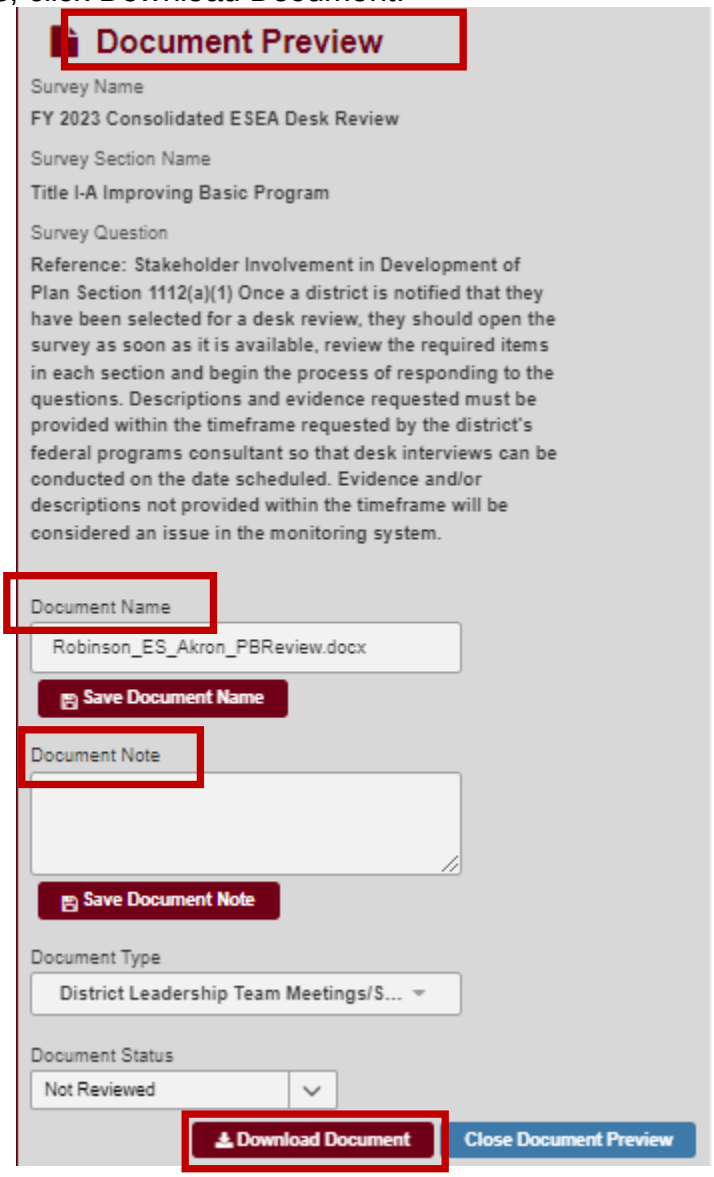





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A Document Preview menu will appear where the file name can be changed, Document Note entered, and Document type can be altered.

2. Be sure to click save when altering the file name or entering notes.
3. When complete, click Download Document.

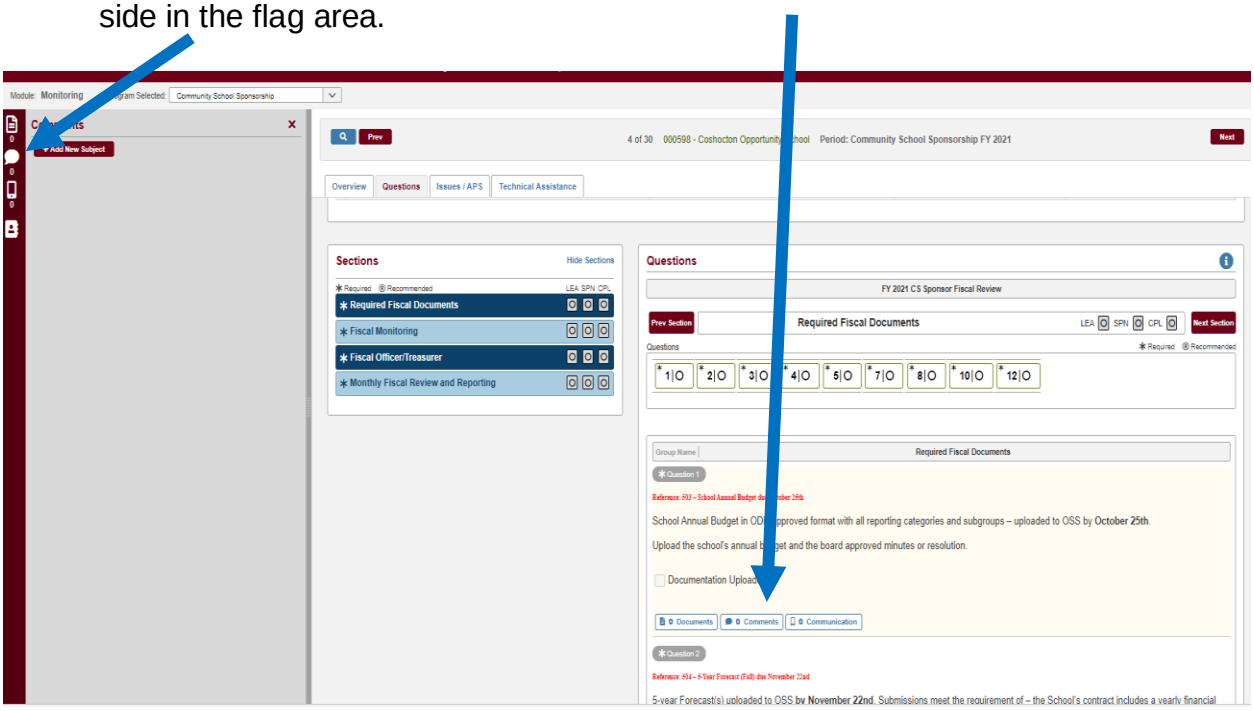



**CAUTION:** Although you do not have to use the document library feature and can choose to upload directly in the question itself as first described, doing so will add the document to the Document Library each time resulting in multiple copies in the library.

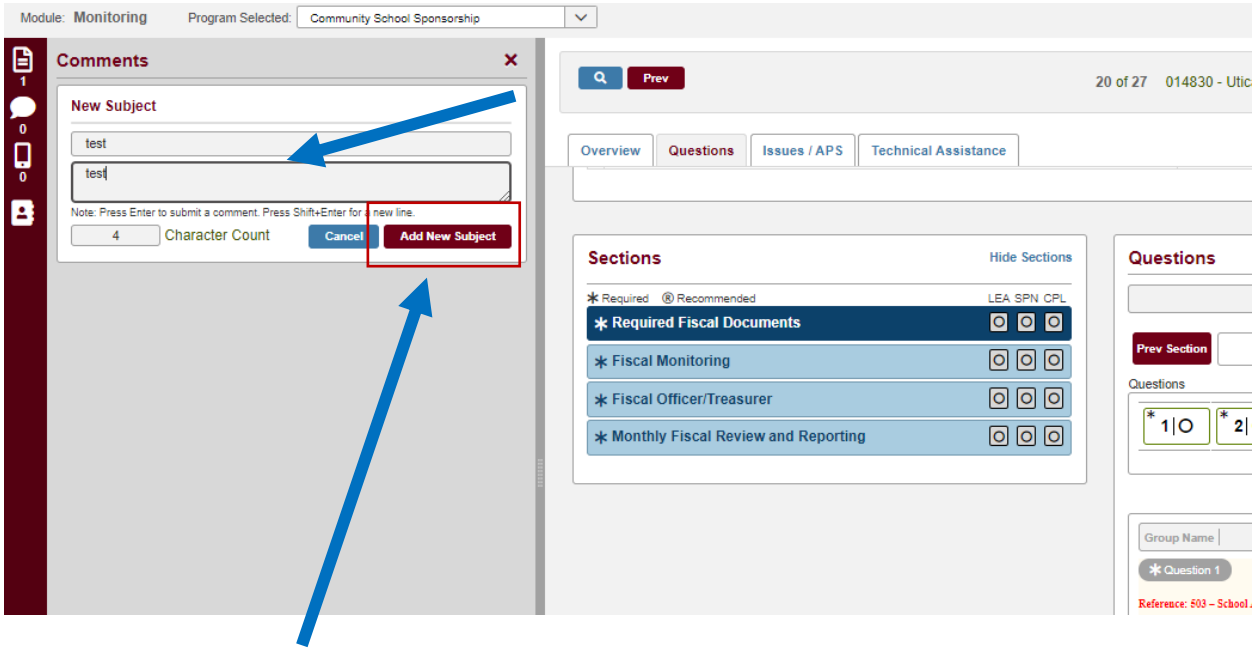
## Adding Comments

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

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




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 the list of comments for that question.

4. Once all questions in a section have been answered, click “Next Section,” or click on the next Title in the Section area. The system automatically saves your answers.

## E. Closing the Consolidated ESEA Grants Desk Review Survey

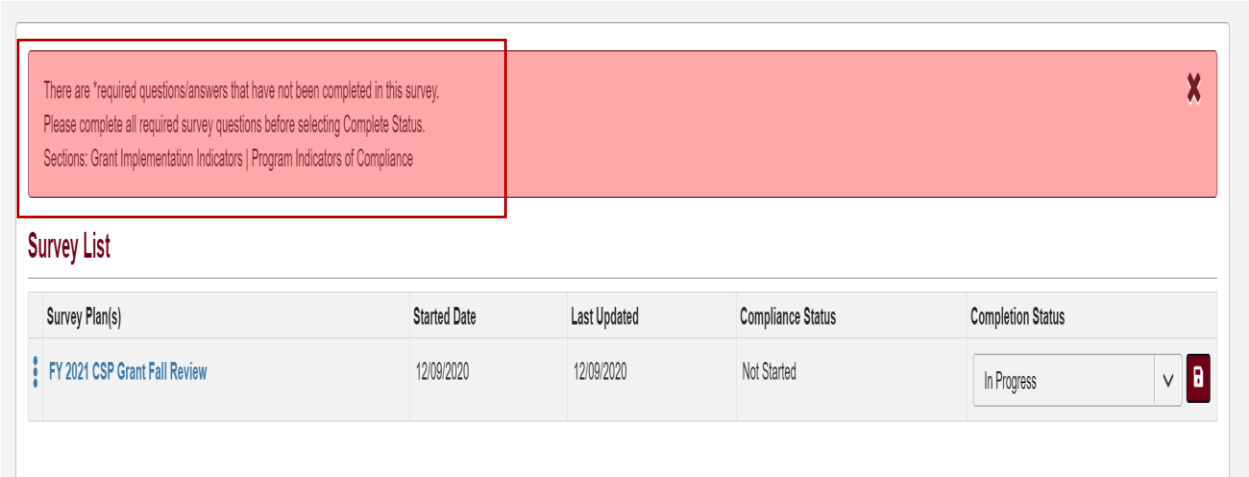
There is a two-step process for closing the Consolidated ESEA Grants Desk Review Survey. The first is completion of the survey. This occurs when the district has responded to all the required items in the survey. The second step is the compliance status. This step is completed when all items are either 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 Survey:

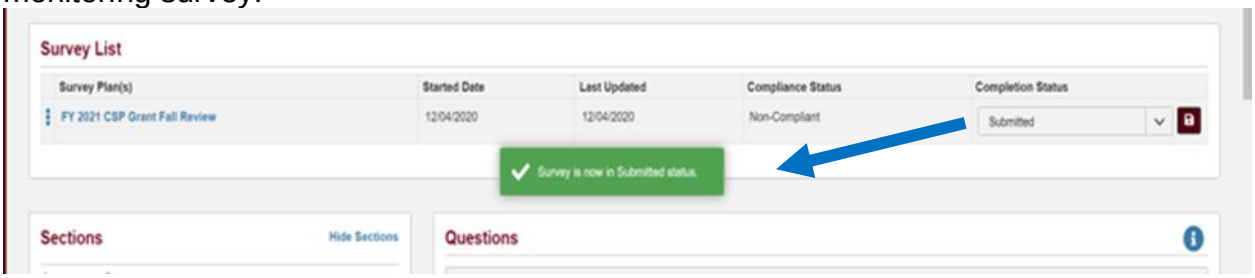
1. Once all the required items are completed in the survey, change the survey status to Submitted and click Save .




**Note:**
All the updated documents and comments need to be uploaded before a district changes the survey to completed. 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.



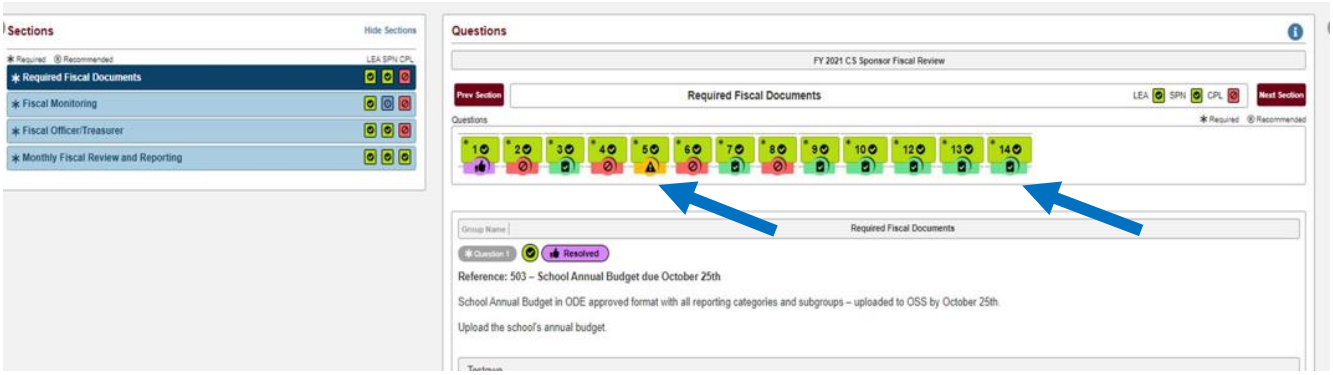
2. Once all the required items have been reviewed and the documents uploaded or completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select Survey Completed. A message will appear as below indicating that the district has successfully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




## Step 2: Closing Compliance in the Survey

1. 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.

   Items that are marked green  meet the requirements for that item.

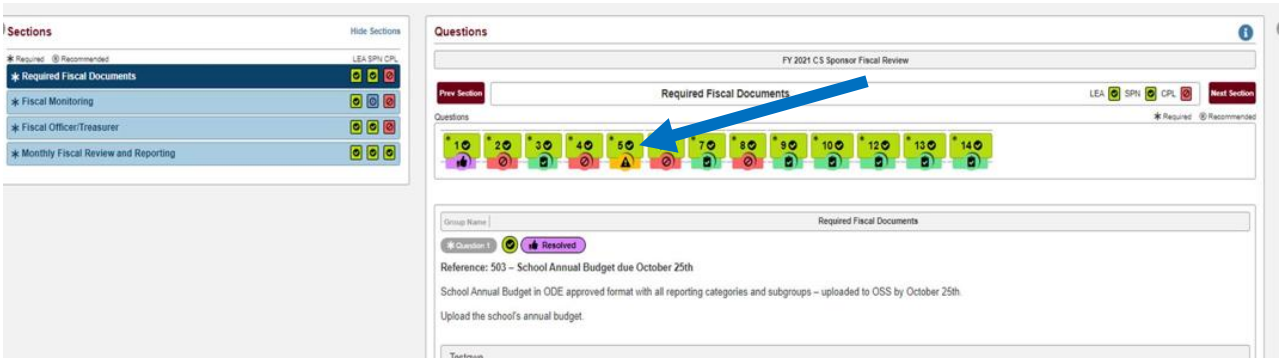



2. Items that are marked yellow with a triangle  will have technical assistance provided on the technical assistance tab at the top of the page. The program specialist will review each technical assistance item with district staff and discuss with the district what areas within the item may need to be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

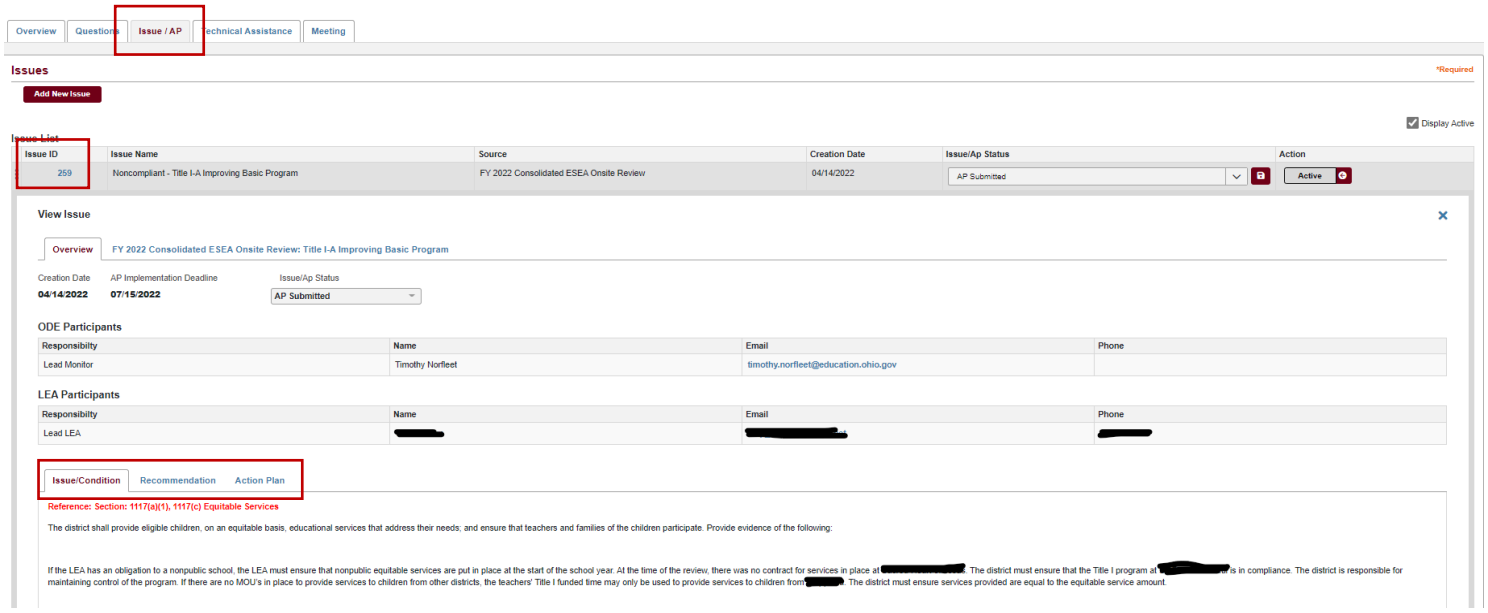
3. If the district only has “meets” or technical assistance items in their monitoring review, the program specialist will close the compliance side of the survey.

## Closing Identified Issues

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




2. The program specialist will describe in the system the issue and provide a recommendation to the district for correcting the issue. Click on the Issue ID number to view the issue details, including the issue description, the recommendation to address the issue, and the district’s Action Plan.

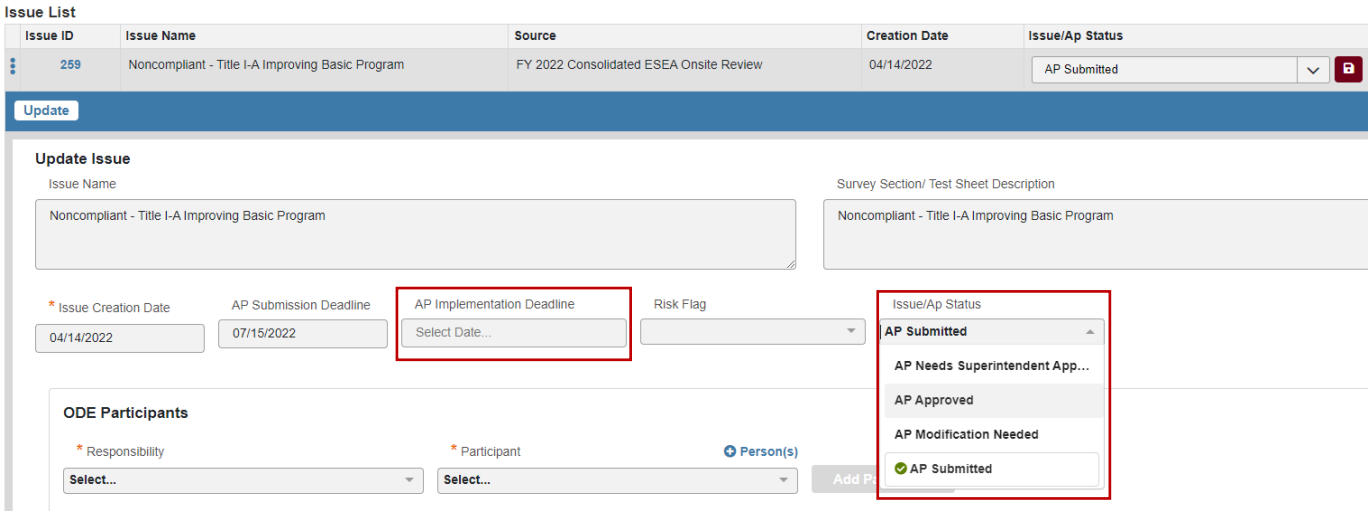



3. After the program specialist has created the issue, an Assistant Director in the office will review the issue resulting with the system populating tabs in the system for the district to provide a *Corrective Action Plan* (AP) and evidence of implementation of the plan. After an issue has been submitted, the district has 30 days to provide a corrective action plan on the tab in the system.

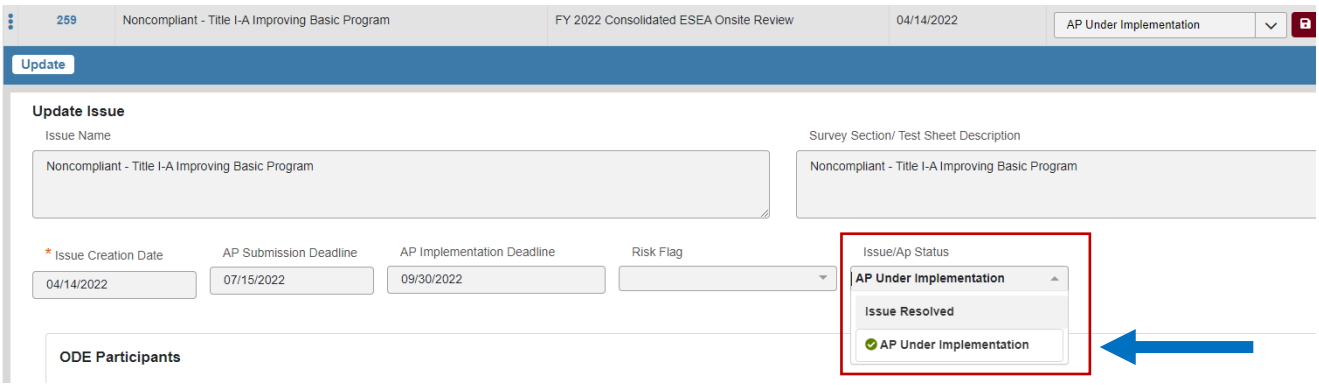
**Sometimes a district can immediately correct the item and provide evidence that it has been implemented. In these instances, the district only needs to upload the evidence and the program specialist can change the issue to resolved. No corrective action plan is needed.

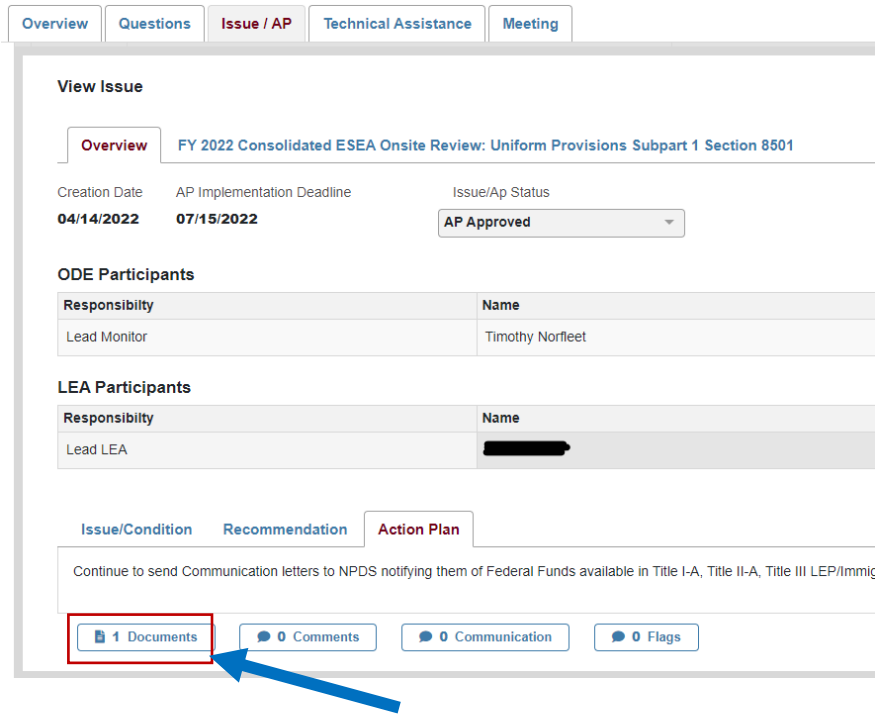
4. The Superintendent must approve all corrective action plans submitted prior to approval by the program consultant.

5. 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.

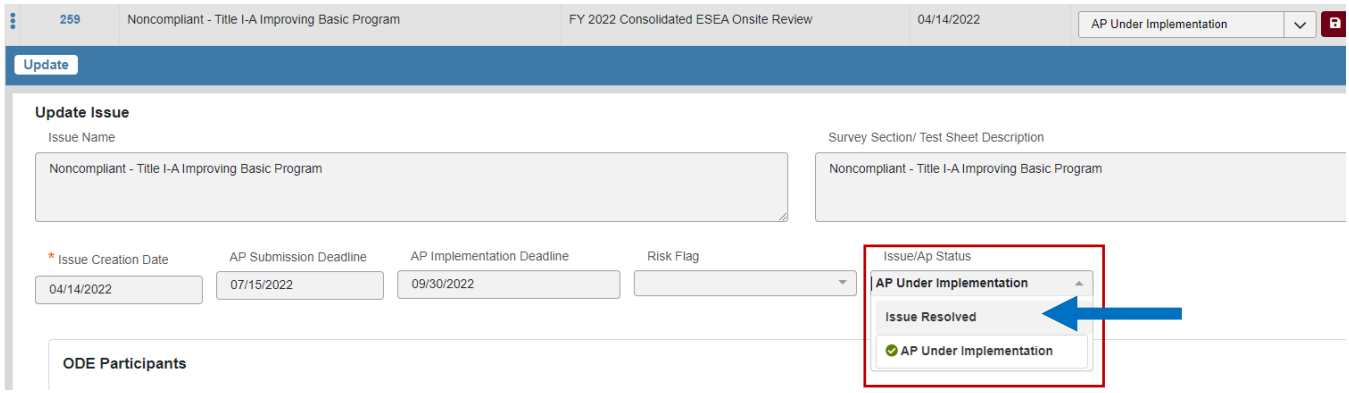


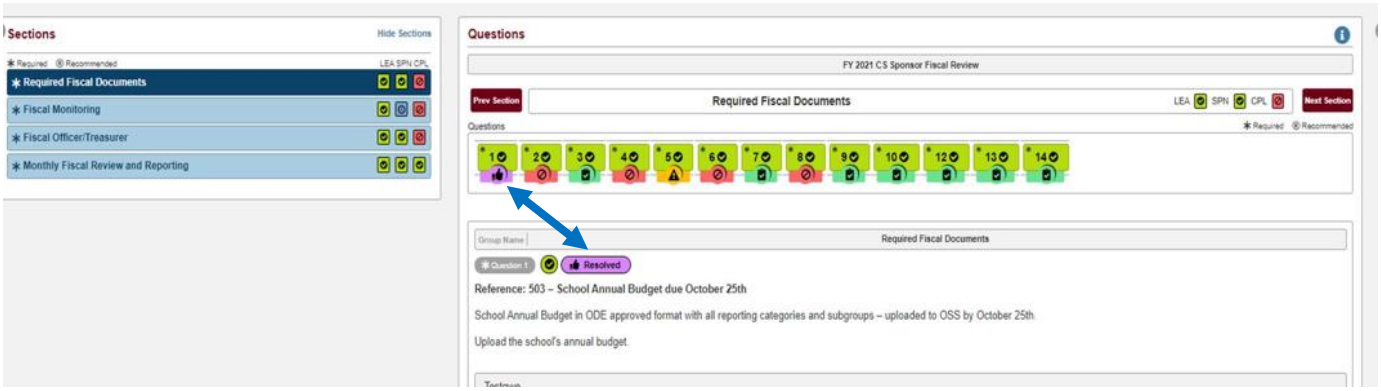

6. Upon approval of the corrective action plan, the district and program specialist will determine a timeline for the district to implement the plan and the district will provide evidence of completion of the plan in the system. The district will upload the evidence to the system when the action plan has been implemented and the consultant will mark the action plan as "AP Under Implementation."






7. 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 “Issue Resolved” and this will close the issue. The issue indicator will change from red to purple indicating that the district has corrected the issue.






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

## F. Timelines for Completion of Desk Reviews

| Monitoring Season Timeline | | | | |
|---|---|---|---|---|
| Desk Review | System Opens in Jan. | Desk Reviews held between January and March. | Corrective Actions Plans provided within 30 days | System closes June 30th – All Corrective Action Plans must be approved. |

### Desk Review

