FY 24 Self-Survey Manual







Department of Education & Workforce

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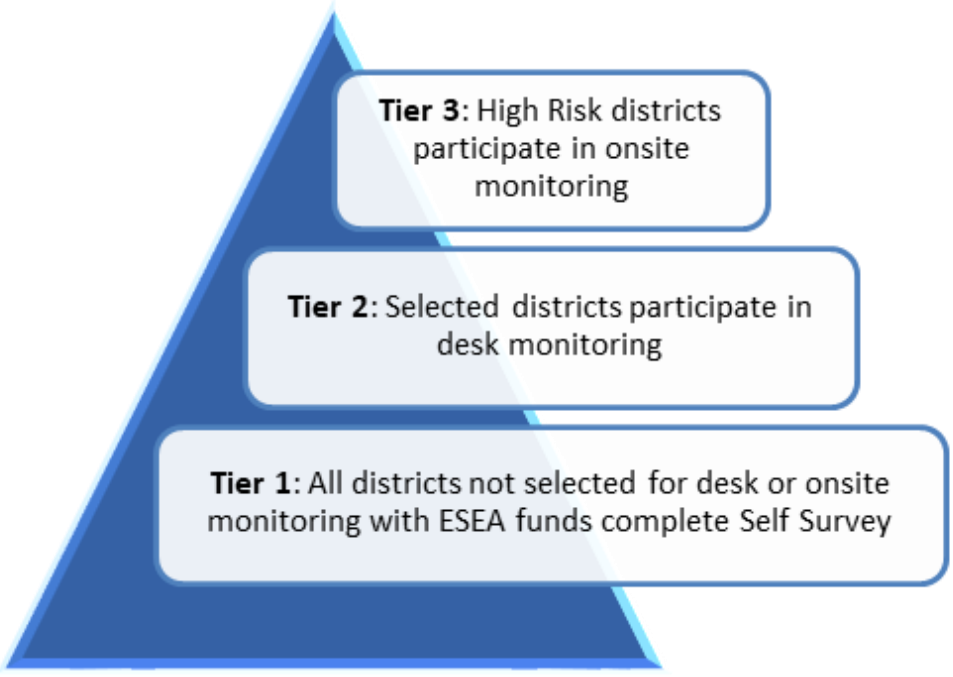
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A. Purpose of Monitoring:

The purpose of monitoring in the Office of Federal Programs is to support schools and 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 mistakes but to learn what schools and 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 with implementing changes that will help them meet the requirements while also strengthening their programs. This process is completed to help protect schools and districts and the state of Ohio from any consequences that may occur because of state or federal audits. To maximize this support, a multi-tier approach is used for federal programs monitoring.

B. Consolidated ESEA Multi-Tier 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, modified desk review and on-site review. Risk factors are used to determine which tier a school or district will complete.



I. FEDERAL PROGRAMS SELF SURVEY

Tiers are based upon an annual risk factor analysis. Every school or district not selected for a desk or on-site review must complete the Consolidated ESEA Grants Self-Survey. The FY23 self-survey will be available in the monitoring tracking system ȮH|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.

II. 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 school or district uploads specific requested documentation into the monitoring system. 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. Desk Review surveys are completed by March 31st.

III. FEDERAL PROGRAMS FOLLOW-UP DESK REVIEW

A follow-up desk review occurs when a school or district received a non-compliance item during a desk or on-site review in the previous year. The school or 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. **Schools and districts that have a follow-up desk review must also complete a self-survey in addition to the follow-up desk review.**

IV. FEDERAL PROGRAMS ON-SITE REVIEW

The Office of Federal Programs selects approximately 4 percent of the schools and districts identified for additional monitoring in the current school year for an on-site review. Like 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 school or district's Office of Federal Programs consultant, visits the school or 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. The team conducts a review of the documentation to verify compliance with requirements outlined in the on-site survey. 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 school or district will be notified of the results. Items that are identified asnon-compliant will be explained as well as timelines for corrective action plans and completion of the survey and compliance items.

C. Introduction to the Monitoring System

Compliance season begins each year between November and January. The Ohio Department of Education's Compliance Tracking System migrated to the new Cloud-Based Monitoring and Tracking System in January 2021.

The Monitoring and Tracking System utilizes the same design and includes similar screens and data collection surveys as the One Needs Assessment. The-system was designed to enhance the user's

experience by making the system more convenient, easier to navigate and with a friendlier format.

D. Accessing Compliance Consolidated ESEA Grants Cloud System

I. Logging on through the OH|ID account

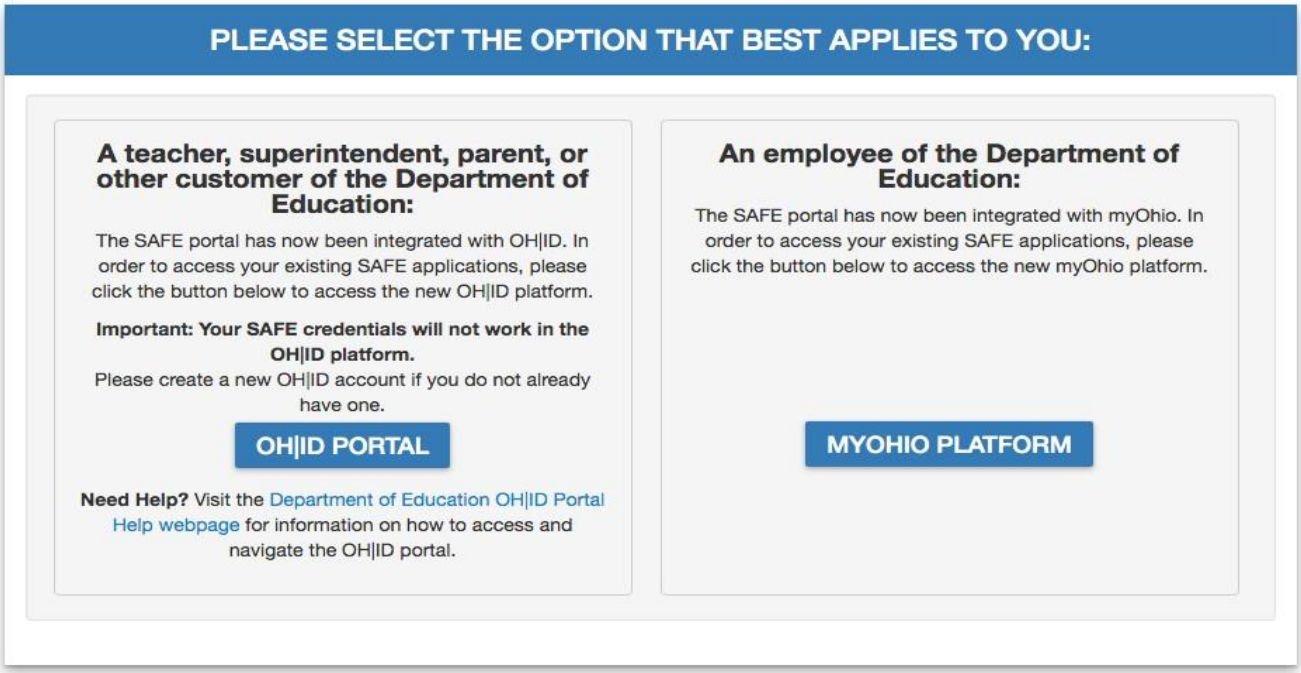
Users can access the online Compliance Consolidated ESEA Grants Self Survey through the Ohio Department of Education's OH|ID secure Web portal log-in (formerly known as SAFE (Secure Application for Enterprise). The OH|ID portal is online, and all applications are accessible to all education users. Users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



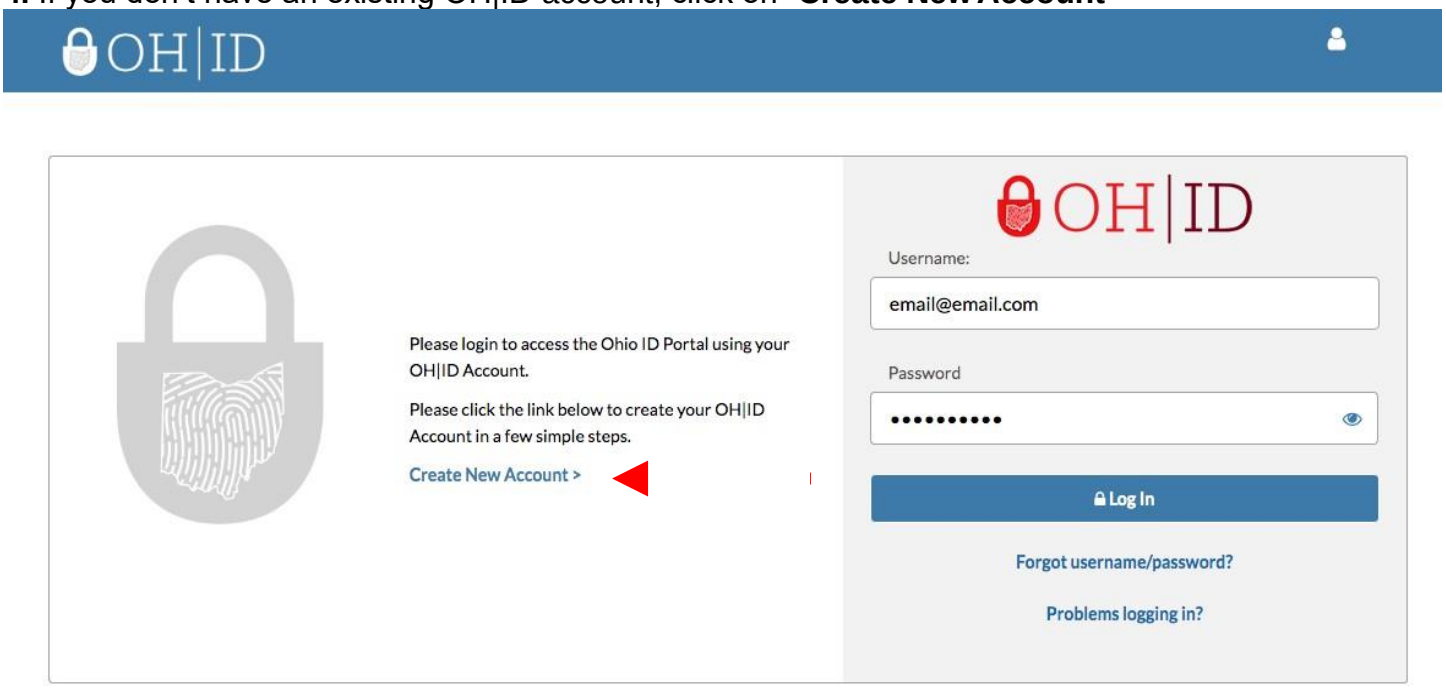
2. Click on the "**OH|ID Portal**" button.



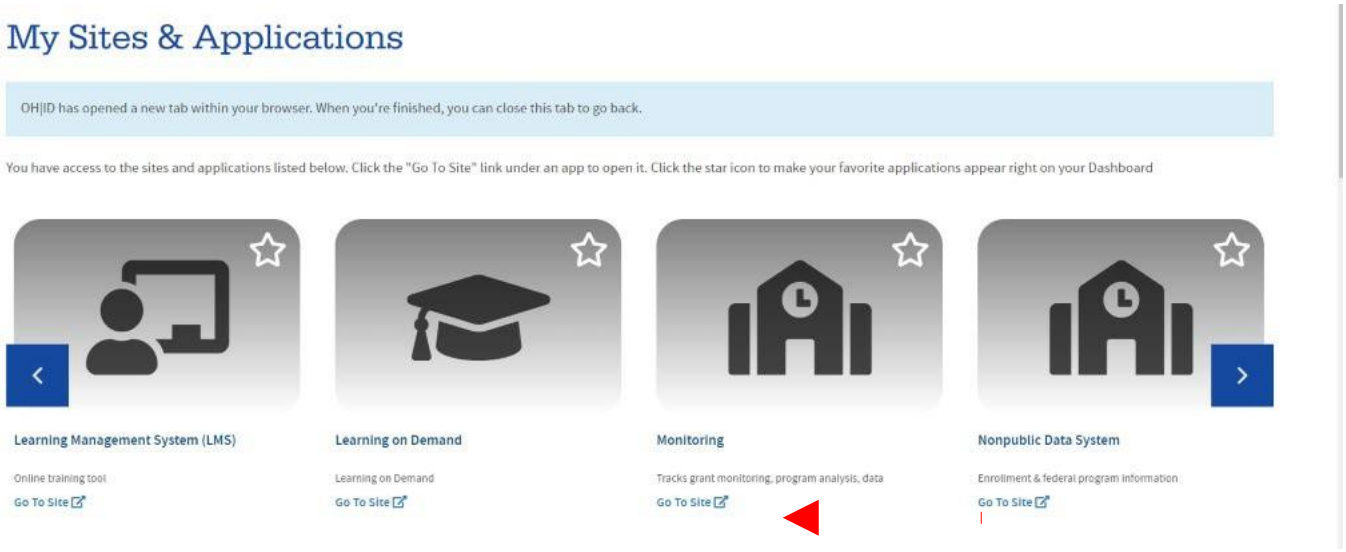
3. Enter your OH|ID username, password and click the "**Log In**" button
Note: Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile.

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 Entry Planning-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**"

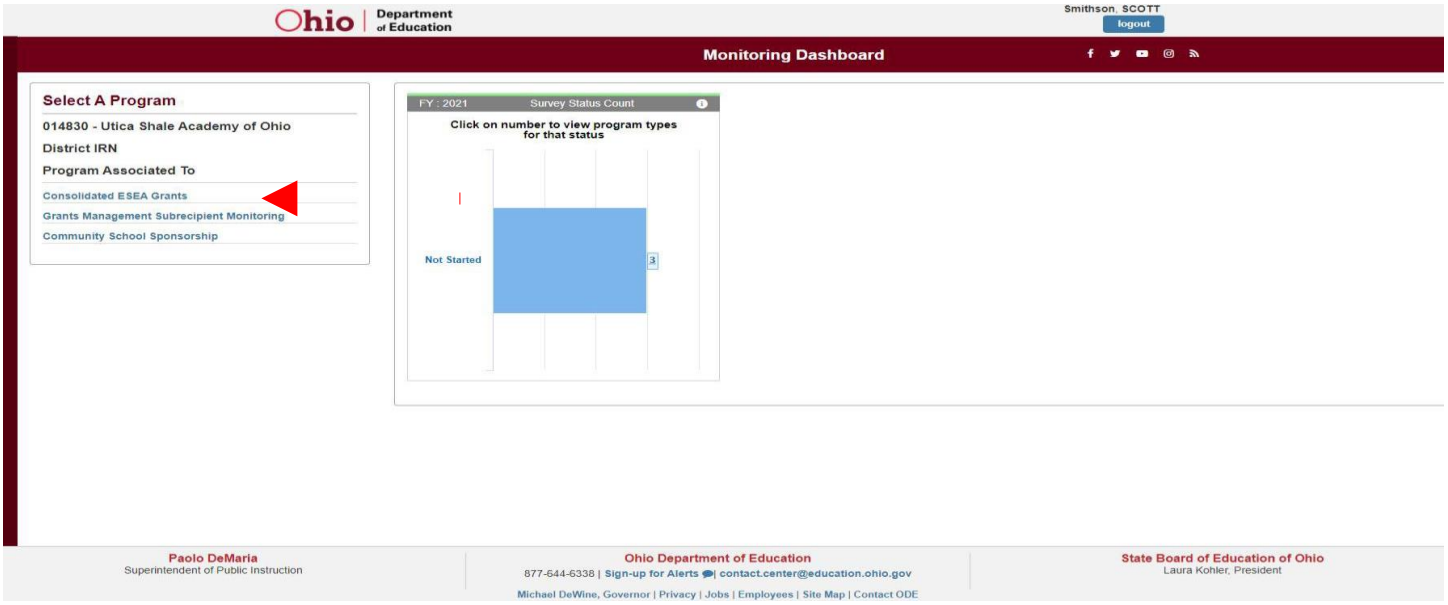


5. Once you are logged-in, you should see a list of programs that you have access to in your OH|ID portal. Select the **Monitoring** program link in the list.



E.Completing Consolidated ESEA Grants Cloud System Self Survey

1. Once in the Monitoring system, you will see the Monitoring Dashboard. The dashboardprovides information at a glance as well as announcements.

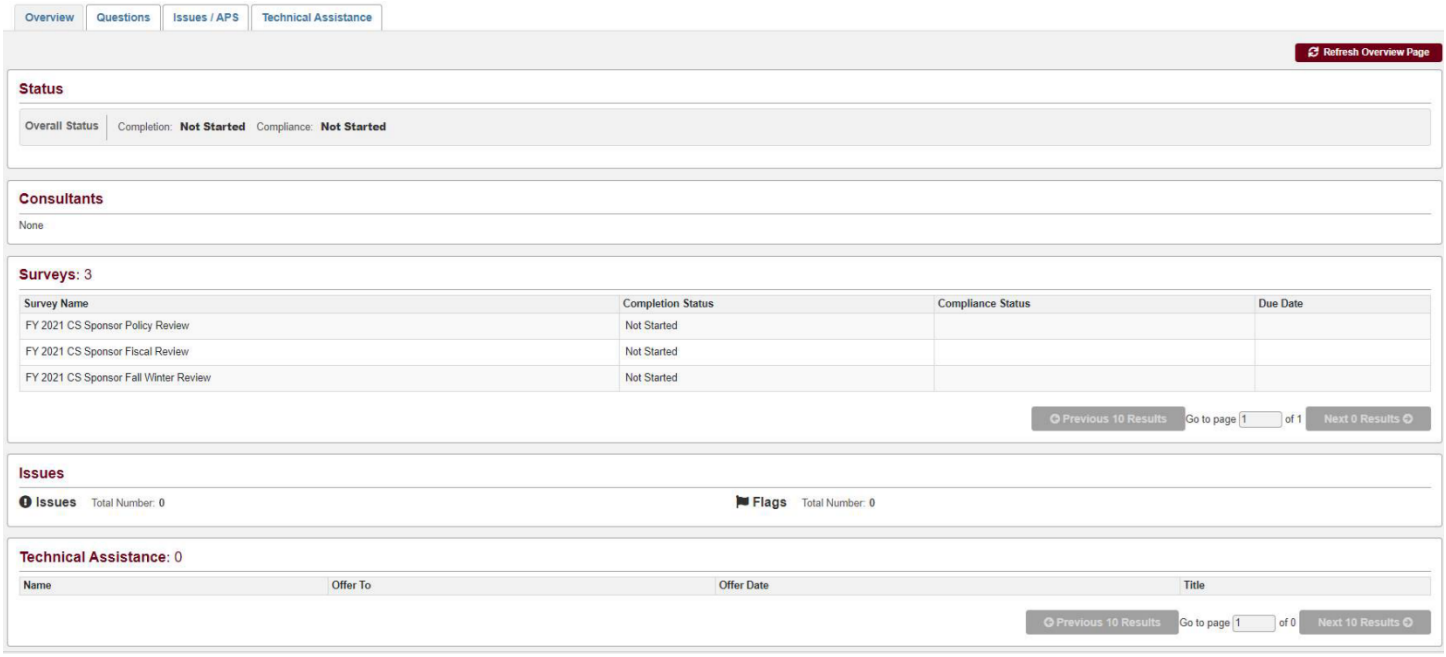


2. Select Consolidated ESEA Grants from the list of Available Programs under Select a Program.

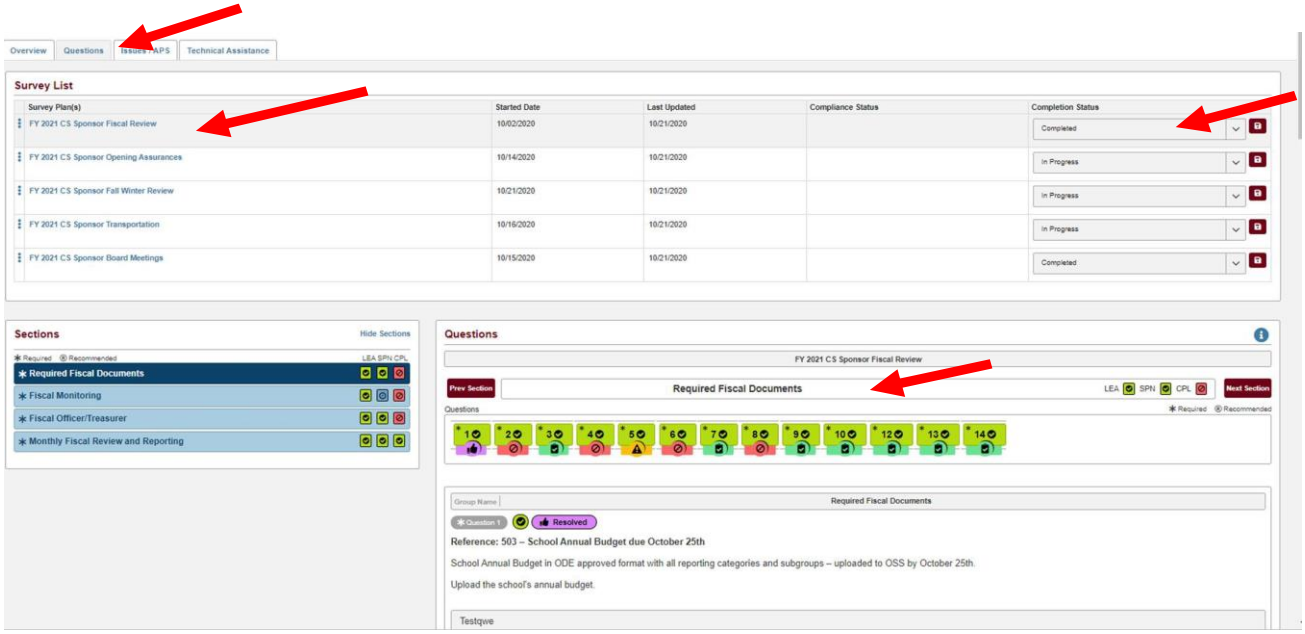
3. This will take you to the Basic Search Page. The Basic Search Tab will automatically prepopulate the district in the Search Results below.

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

5. The Compliance Page will open. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA programs. In the example below the district has three surveys to complete.



6. Click on the Questions tab to select the survey you want to start working on from the list. Change status to Draft Started. The questions will then populate for your district's survey.



7. The survey will populate 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.

The district needs to respond to all required questions showing. As you go through each item and collect your evidence for district files, check off the item in the checkbox.

The self-survey is a self-check tool for districts to assure they have the necessary evidence and can explain (if necessary) the items in the survey.

The district *should not upload documents or provide responses to questions.*

The evidence and explanations should be maintained in the district records.



F. Closing the Consolidated ESEA Grants Self Survey

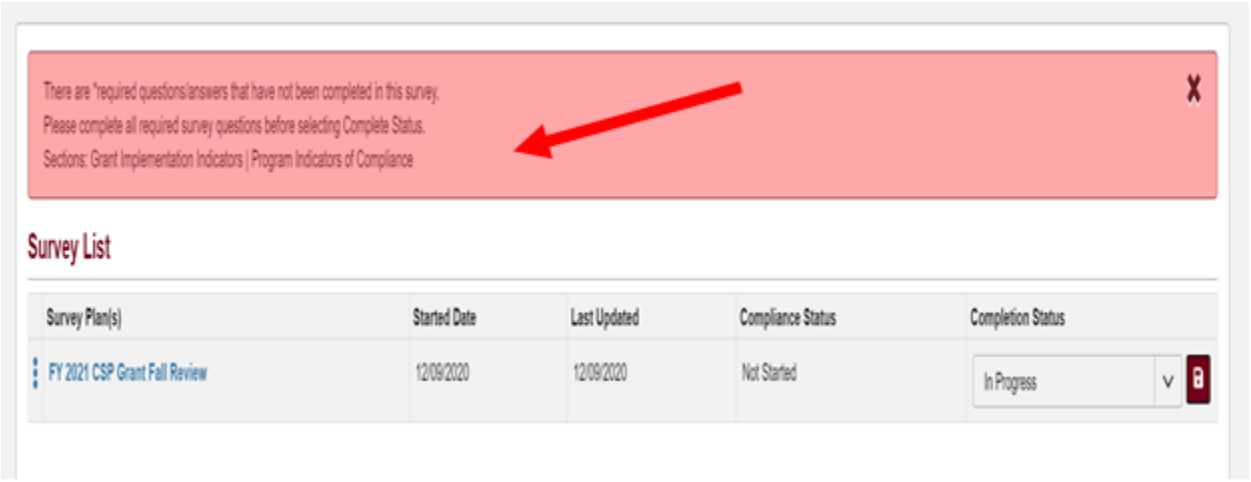
Closing the Consolidated ESEA Grants Self Survey occurs when the school or district has checked off all the required items in the survey. All items must show green on the left-hand side for sections and sub-sections in the survey.

Step 1: Closing the Survey:

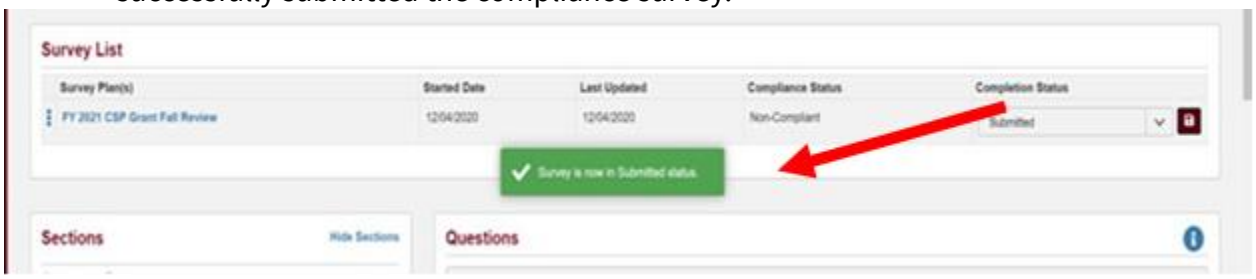
1. Once all the required items are completed in the survey, change the survey status to Submitted.

G. Error Message

1. If a school or district attempts to submit the survey and not all required questions have been answered, an error will appear on the page, preventing the district from submitting the survey.

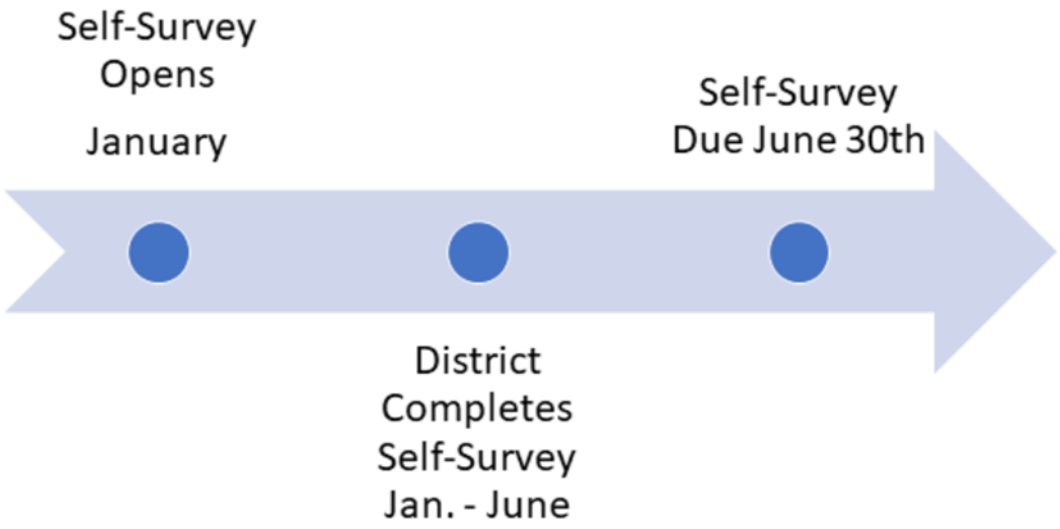


2. Once all required items have been checked as completed, the first column on theleft-hand side panel will appear green for each item. At this time, the school or district may then select Survey Completed. A message will appear as below indicating that the school or district has successfully submitted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



At this point the self-survey will show as completed and is closed. There are no further actions required on the part of the school or district

H. Timeline for Completion of Self-Survey



**Please note that timely completion of the self-survey reduces the risk factor score for the school or district.*







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