Special Education Fiscal Monitoring Self Assessment Manual







Department of Education & Workforce

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Department of Education & Workforce

Introduction

The Office for Exceptional Children is responsible to ensure that Individuals with Disabilities Education Improvement Act (IDEA) Part B funds are being used not only in compliance with statutory requirements regarding the provision of educational services and supports but also to improve outcomes for students with disabilities, ages 3 through 21, so they can be successful in college, careers and citizenship. School districts must be able to account for their use of IDEA Part B funds separately from other state and federal funds. The term school district in this manual includes public school districts, community schools and boards of developmental disabilities.

The Office for Exceptional Children monitors fiscal compliance through a tiered approach. The tiers include: Onsite Review, Desk Review and Self-Assessment.

School districts are assigned to tiers by Office for Exceptional Children through a risk analysis process. The risk factors utilized include:

- Special Education Director Experience
- Prior Office Audit findings
- Maintenance of Effort
- Coordinated Early Intervening Services (Voluntary or Mandatory)
- Amount of the Part B allocation
- Completion of Prior Year Self-Survey
- School Wide Pooling of Funds
- State Audit Findings
- Date of Last Monitoring visit
- District duration of existence
- Date of previous fiscal year submission of Consolidated Application
- Consortium Participation
- Nonpublic Proportionate Share requirements

School Districts/community schools not selected for an on-site or desk review and who were required to complete their 3-year One Plan for the current fiscal year are required to complete a self-assessment survey. Community schools in the first year of operation are also required to complete the self-assessment survey.

An Education Program Specialist is assigned to each district selected for Special Education Fiscal Monitoring to provide assistance during the fiscal review process.

This manual is designed to help districts complete the IDEA fiscal review.

Thank you,
The Office for Exceptional Children & The Office of Fiscal Administration

Accessing the Monitoring Tracking System

The Ohio Department of Education and Workforce uses the Monitoring Tracking System to complete fiscal monitoring reviews. Users access the system through the OH|ID web portal from the InnovateOhio Platform.

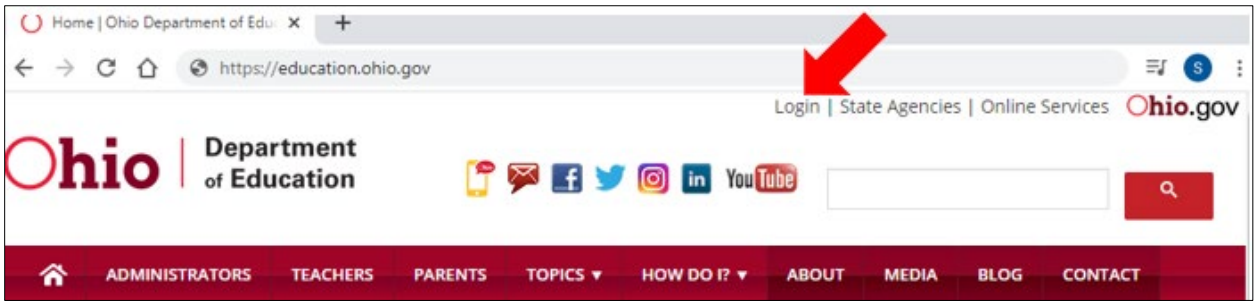
Users must have one of the following roles in the Ohio Educational Directory System (OEDS-R), assigned by their district's OEDS coordinator, to complete the required surveys:

1. Superintendent
2. Treasurer
3. Data Entry-Compliance
4. Supervisor-Special Education-General
5. Director-Special Education-General
6. Special Education Contact

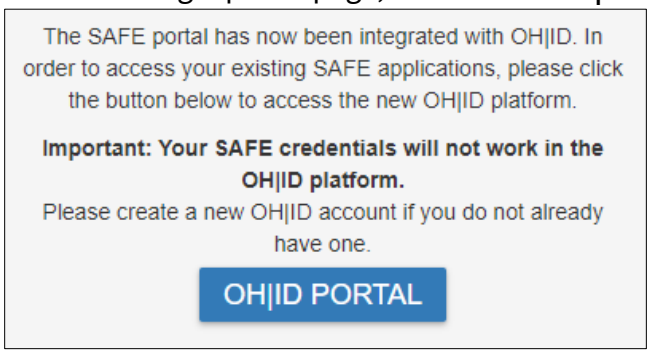
Note: Users that need to access the system but do not have one of these identified roles must contact their district's OEDS coordinator.

Logging in through OH|ID

1. Users that do not have a OHID account can create a new account by clicking **Login** located at the top of the Department's home page.



2. On the Login portal page, click on the **OH|ID Portal** button.



3. This button will navigate to the OH|ID Portal. The portal can also be reached at https://ohid.ohio.gov/wps/portal/gov/ohid/login.

4. To create a new account, click “Create an OH|ID account.”



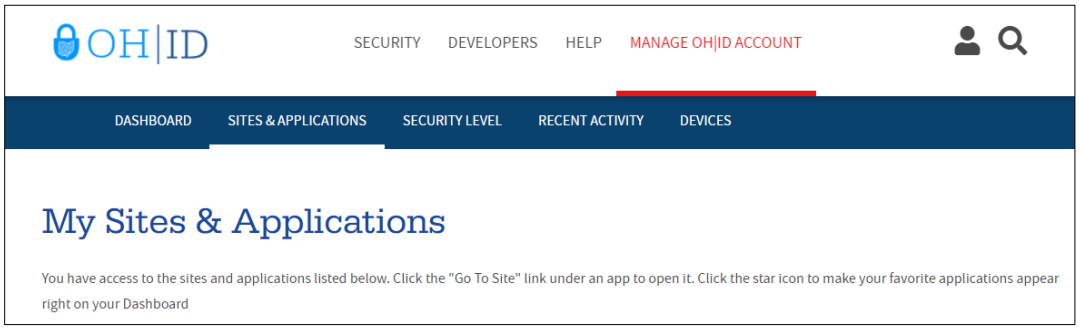
5. Users with an established **OH|ID** account may sign into their account by entering their username and password and clicking the Log In button:



Additional assistance on creating a new **OH|ID** account can be found at http://education.ohio.gov/Topics/Department-of-Education-OH-ID-Portal-Help#profile.

A YouTube video with step-by-step instructions on this process can be found at https://www.youtube.com/watch?v=49kYqYJpm8w&feature=emb_logo.

6. Once signed into OH|ID, a list of web applications to which the user has access is displayed on the Sites & Applications page. If the user has marked the Monitoring tile as a Favorite, the tile will be displayed on the Dashboard.



7. If the **Monitoring** tile appears, click “Go to Site” on the tile:



If the **Monitoring** link does not appear, the user does not have access to the system and must contact the district OEDS administrator for assignment to an appropriate role.

Accessing the Special Education Program

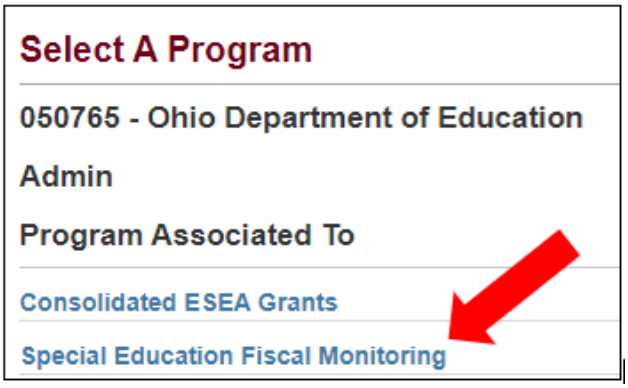
1. The Monitoring Tracking System opens to the Monitoring Dashboard.
2. The “**Select A Program”** prompt on the upper left side of the screen provides quick access to the programs available based on the user’s OEDS role(s).



3. If the user has an appropriate role in OEDS for more than one organization, a message stating so will be present in blue. The user must select the organization that they wish to access by selecting the organization from the Organization drop-down options.

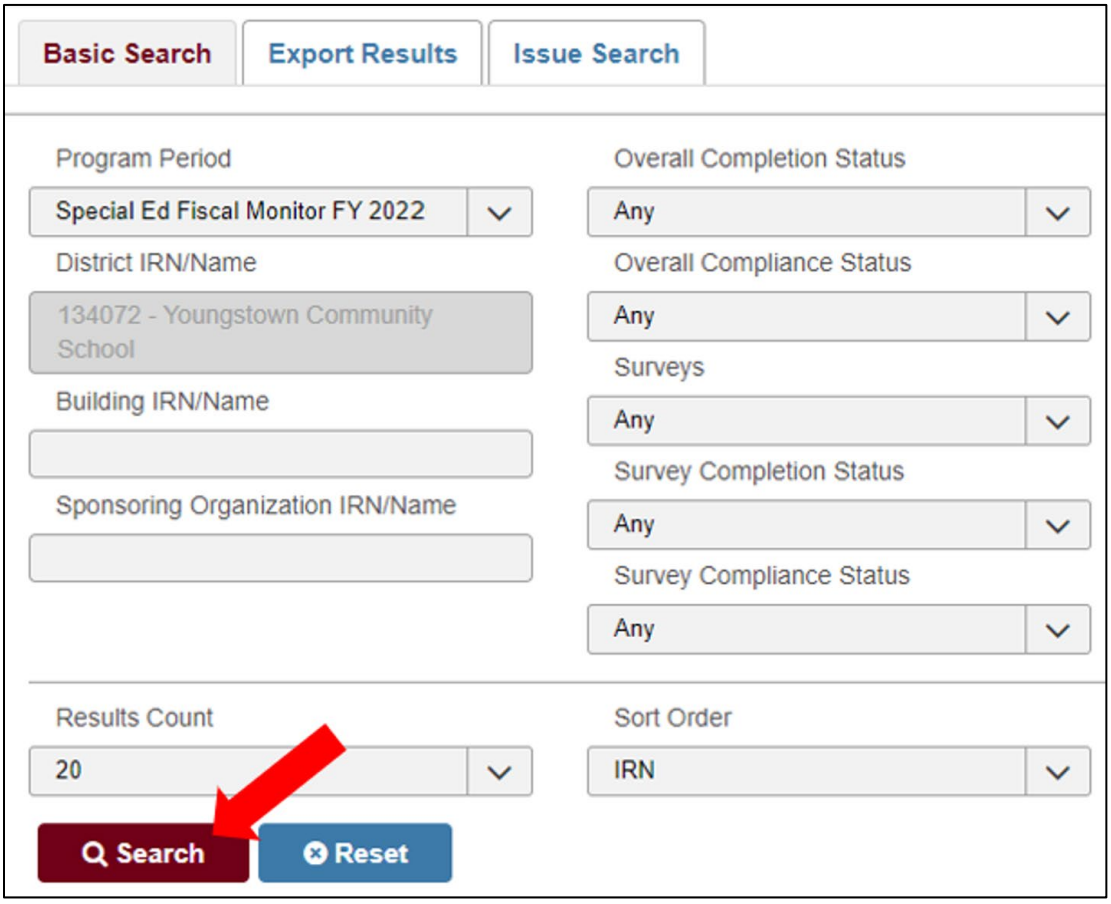


4. The monitoring programs displayed for the selected organization are based on the user's OEDS roles assigned. These are listed in the District IRN Program Associated To section. Click on Special Education Fiscal Monitoring to access the assigned fiscal review.

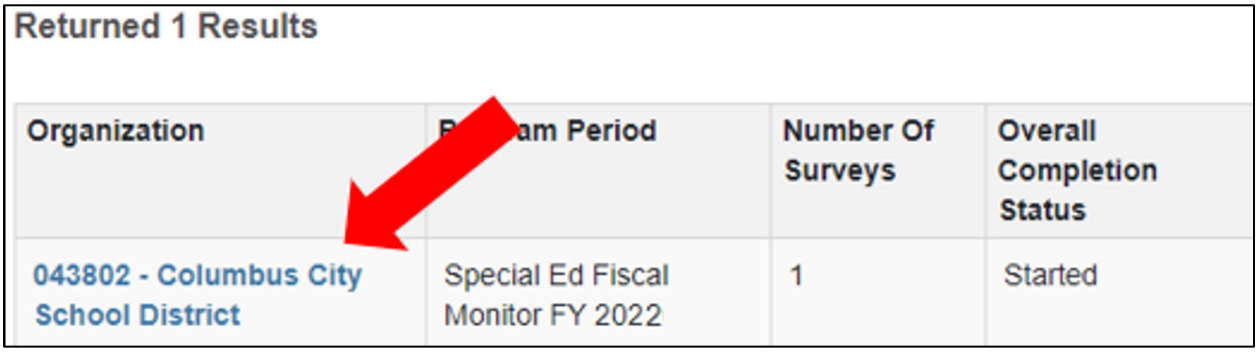


If Special Education Fiscal Monitoring does not display for a district/community school assigned a Special Education Fiscal Review, the user must contact the district OEDS administrator for assignment to an appropriate role defined on page 4.

5. Once a program is chosen, the user will land on the Basic Search page. The District IRN/Name will be selected in the Search page. Click **Search** to return the survey or surveys available to the district/community school.



6. Click on the highlighted name of the district/community school to access the school district's fiscal survey. The Education Program Specialist assigned to complete the review is displayed on this screen in the **Consultant** column.



Completing the Special Education Fiscal Self-Assessment

All districts/community schools that receive IDEA Part B funds who are not selected for an onsite or desk review and who were required to complete their 3-year One Plan for the current fiscal year will be required to complete an online self-assessment.

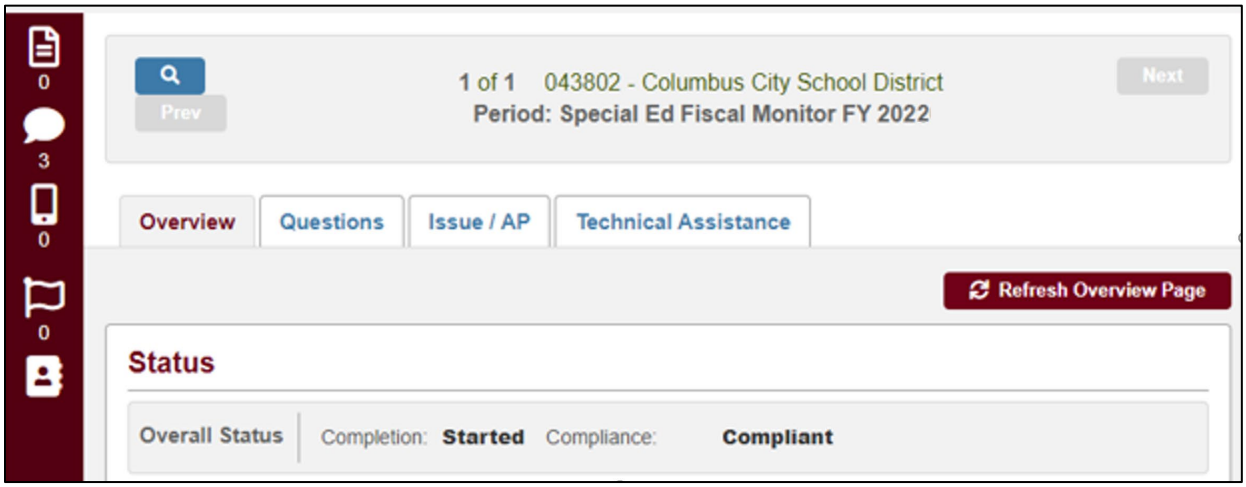
Fiscal Self-Assessment reviews must be completed no later than **June 30** within the fiscal year the review is assigned. Example: A school district assigned a self-assessment in March of 2023, must complete the online self-assessment as soon as possible, but no later than June 30, 2023.

Failure to complete an assigned self-assessment by the due date will increase a district's likelihood of being selected for a higher tier of fiscal review (onsite or desk review) in the following fiscal year.

The content of the self-assessment mirrors the areas the Department reviews during fiscal onsite and desk reviews. Completion of the self-assessment will assist the district/community school in their review of policy, procedures and practices related to the requirements of the Individuals with Disabilities Education Improvement Act (IDEA).

Overview

The home page of the fiscal surveys is the **Overview**. It provides the district name, the period of Monitoring, the status of the Survey, the individuals both at the Ohio Department of Education and Workforce and at the district who assigned to the Survey, the Surveys being completed, and a summary of the Issues or Technical Assistance being provided to the district.



Note: The **Technical Assistance** and **ISSUES/AP** tabs are not used during the Self-Assessment.

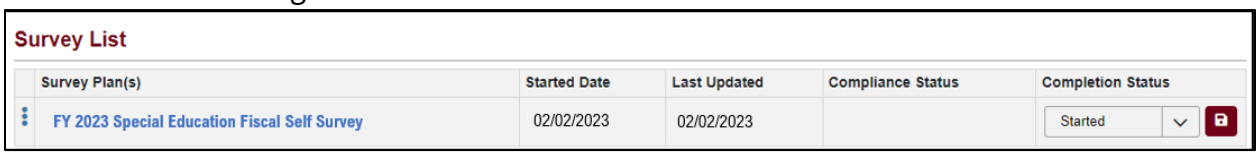
Questions

The **Questions** tab displays the survey(s) assigned to a district/community school by the Department by fiscal year. The types of surveys conducted are the **Special Education Fiscal Desk Review Questions**, the **Special Education Fiscal Onsite Review Questions** and the **Special Education Fiscal Self-Assessment**.

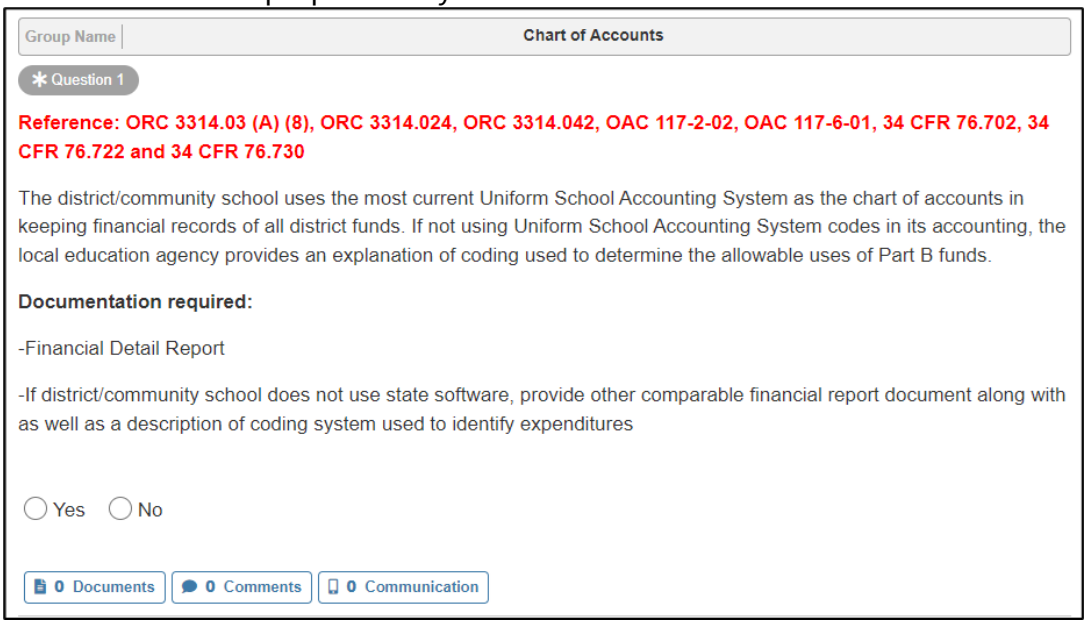
The content of the questions in the Self-Assessment mirror the Desk and Onsite review questions. Self-Assessment responses are completed by the district. Responses for the Desk and Onsite are completed by the assigned Education Program Specialist.

Districts/community schools are encouraged to be introspective and forthright with their responses when completing the Self-Assessment. The Office of Fiscal – Administration will **not** use Self-Assessment responses to make findings of noncompliance. The Department does recommend districts/community schools use the Self-Assessment process to revise any deficient policies, procedures or practices that are found.

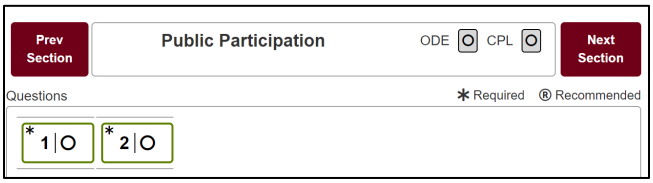
1. On the **QUESTIONS** tab, change the completion status to started under the **Survey Plans** heading to access the school district's Self-Assessment.



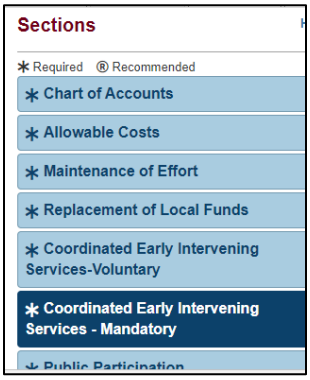
2. The system populates the survey questions for the district/community school based upon the type of review assigned. Each question includes applicable legislation in red text. **NOTE**: Each question lists the documentation that a district would be required to provide to support the answer for the question during a Tier 2 or Tier 3 Monitoring Review. Self-Assessment participants are not required to upload documentation. This is for informational purposes only.



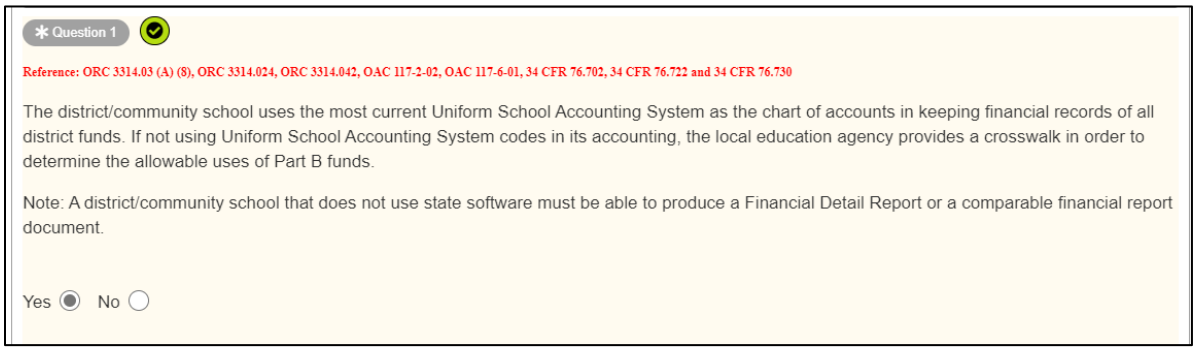
3. The **Questions Bar** identifies the total number of questions to be answered by section. The user can navigate between sections using the red **Prev Section** or **Next Section** buttons above the Questions Bar.



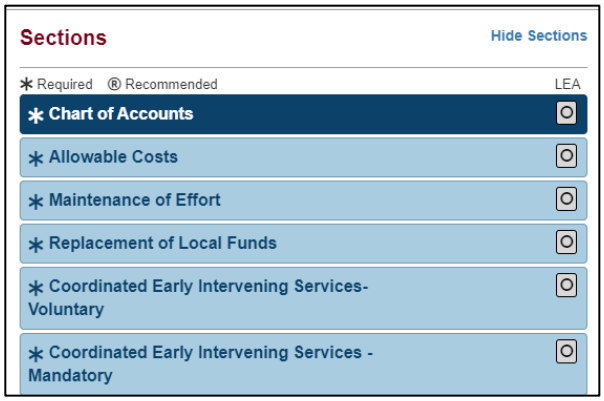
4. The survey questions are divided into sections displayed on the left side of the screen. The section title is highlighted dark blue when selected.



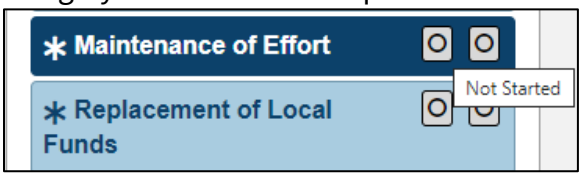
The district/community school will complete questions within each section by checking applicable response boxes for each question. As responses are entered the survey will auto-save. The question will populate a green checkmark.



5. The column labeled **LEA** on the right side of the **Survey Sections** allows the district/community school to track their progress during the review.



a) The gray icon indicates no questions in the section have responses.



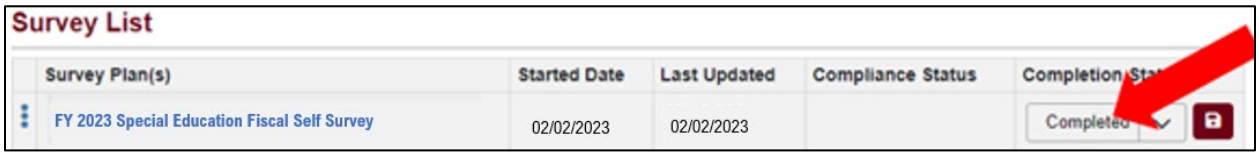
b) The blue icon indicates that questions are in the process of completion.



c) The green icon indicates that all questions in the section have responses.



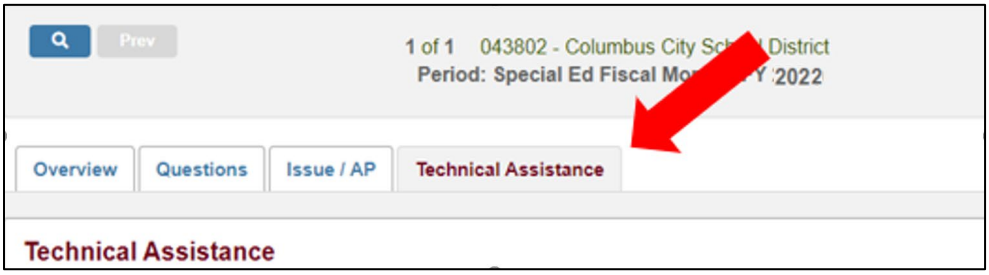
6. Once all questions have responses and all sections have green icons, the district/community school may complete the Self-Assessment by changing the completion status to **Completed** and saving the survey.



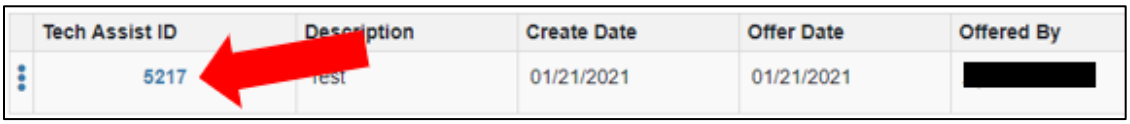
Technical Assistance

During the review process, the Education Program Specialist may need to provide technical assistance to the district.

1. Technical assistance will be documented on the **Technical Assistance** tab.



2. To view a Technical Assistance and its details, click on the highlighted **Tech Assist ID** on the left side of the screen.



3. Specific details about the areas of concern are available in the **Technical Assistance Details Description** box. The technical assistance details contain items that need to be corrected prior to the completion of the review or assistance to prevent the district from being found noncompliant in future reviews. For example, function codes may

not accurately reflect the activity a person performs or the special education purpose of the expenditure.

4. The district is able to identify who is offering the assistance in the **Offered By** boxes.
5. Documents, Comments, or Communications can be made for any Technical Assistance.

Monitoring Documents

Districts/community schools are not required to upload any supporting monitoring documents. The Documents tab is used when districts/community schools are assigned desk and onsite reviews. The Education Program Specialist may upload resource documents to provide technical assistance to the district/community school.

Monitoring Comments

Monitoring comments facilitate communication between the district/community school and the assigned Education Program Specialist conducting the review.

ADDING COMMENTS

1. General Monitoring comments may be added on the **Overview** tab. These comments will not be associated with any specific question. Navigate to the **Overview** tab and select the Comment icon on the left side of the screen in the red bar.



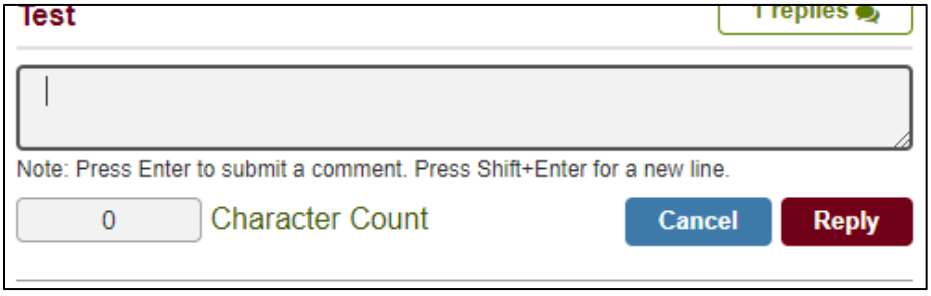
2. Clicking on this button will open the **Comments** area to the left side of the screen. Click on **Add New Subject.**



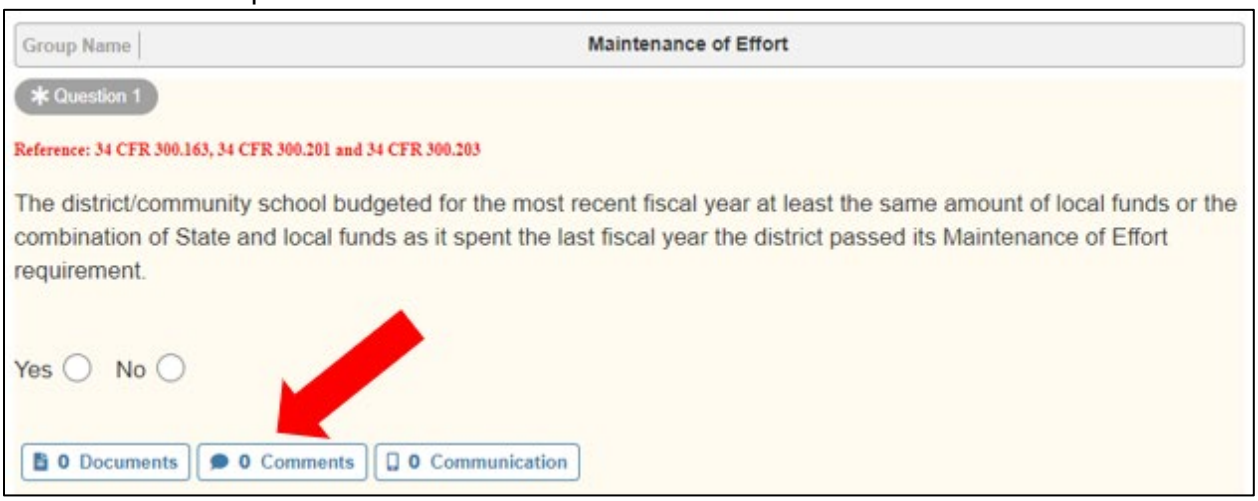
3. Enter a Title and the comment body. Then click **Add New Subject** to submit the comment.



4. Replies can be added to comments by clicking on the green **replies** button to the right side of the comment. Type the response and then click **Reply.**



5. Comments related to a specific question in the survey may be added directly to a question. Navigate to the **Questions** tab. Clicking on a specific question will highlight the question area light yellow. Each question has a button for creating comments at the bottom of the question.

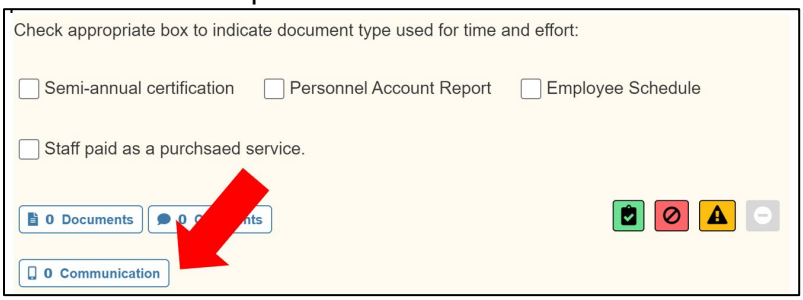


6. Comments added to survey questions will be available in the **Comments** area for that specific question as well as on the **Overview** tab under the **Comments** Icon.

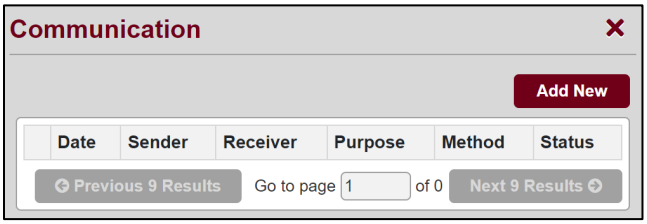
Communications

The Communications function provides an additional way for districts and the Department to discuss the fiscal monitoring process. First, the Communication function allows districts and the Education Program Specialist to send emails related to questions in the Monitoring System. These Communications are saved by the system. Second, the Communications function can be used to track and document phone calls or emails exchanged outside of the Monitoring System.

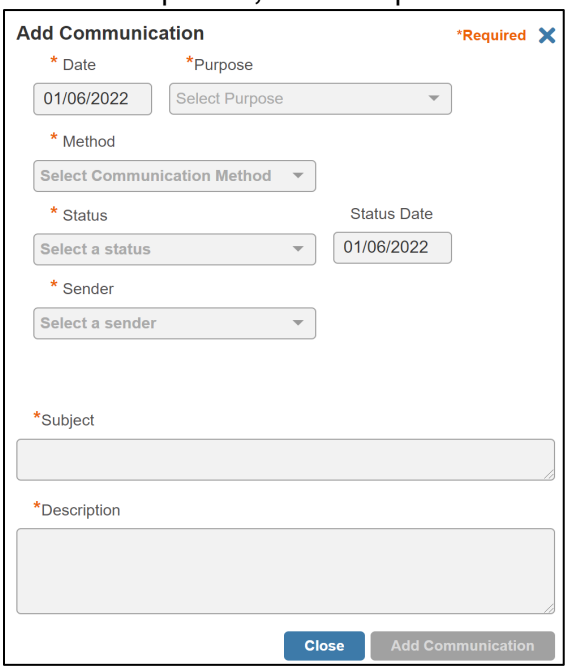
1. Navigate to the **Questions** tab. Clicking on a specific question will highlight the question area light yellow. Each question has a button for creating a communication at the bottom of the question.



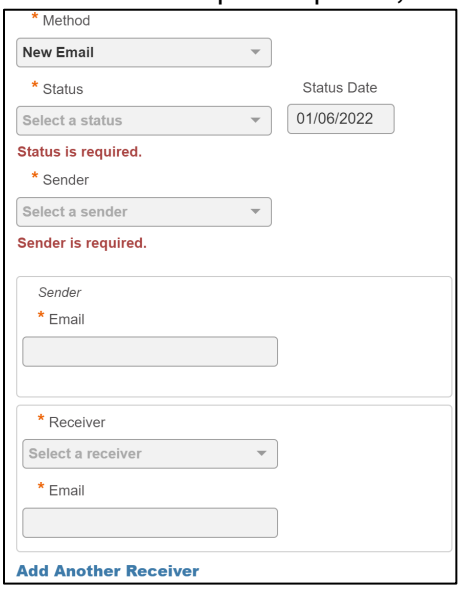
2. Clicking on this button will open the **Communications** area to the left side of the screen. Click on **Add New.**



3. Complete the form. If the district or consultant wishes to document a phone call or email exchanged outside of the Monitoring system, choose **Phone** or **Email** in the **Method** dropdown, then complete the form.



4. If the district wishes to use the Communication function to send an email, choose **Send New Email** as the **Method** and enter the email of recipient in the Receiver box. To include multiple recipients, choose **Add Another Receiver.**



Department of Education & Workforce