FY25 Consolidated Grants On-Site Review Manual







Department of Education & Workforce

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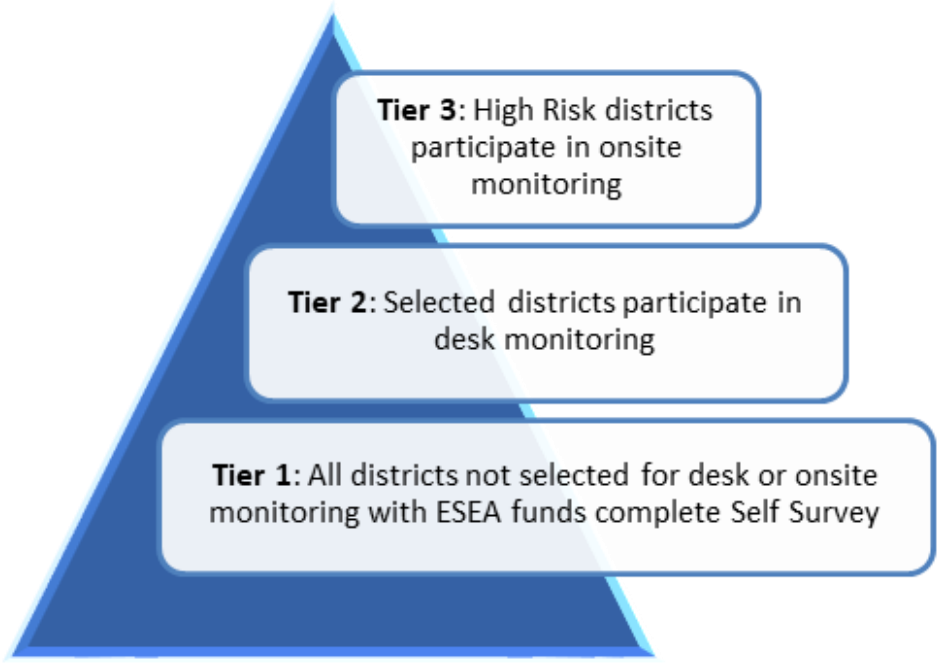
On-site Review Flowchart 19

A. Purpose of Monitoring

The purpose of monitoring in the Office of Federal Programs (OFP) 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 and Workforce's (DEW) 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.



I. FEDERAL PROGRAMS SELF SURVEY

Tiers are based upon an annual risk factor analysis. Every school or district not selected for an on-site review must complete the consolidated ESEA grants self-survey. The self-survey will be available in the monitoring tracking system OH|ID monitoring tile. The deadline to complete the survey is June 30th annually. The self-survey reviews all federal requirements and evidence needed for consolidated ESEA programs. Districts assigned a self-survey will complete the survey on their own. All required documents and explanations described in the survey are the responsibility of the district to collect and store for any future audits that may occur. During the self-survey, the district does not upload any documents or add any comments to the monitoring system. All evidence is maintained by the district in their files. If you have additional questions, please contact your OFP specialist

II. FEDERAL PROGRAMS DESK REVIEW

The Office of Federal Programs selects approximately 10 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 OFP specialist. Districts must have responses and documents available by the date of the review. Upon satisfactory completion of the desk review, the OFP specialist completes the survey in the monitoring system indicating that the district has or has not met compliance. The specialist 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 DEW for review, resolution, and acceptance within 30 days of when the noncompliance issues are submitted to the school or district.

III. 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.

IV. FEDERAL PROGRAMS ON-SITE REVIEW

The Office of Federal Programs selects districts for on-site review if they fall within the need of Tier III monitoring. The team conducts a review of programming and documentation to verify compliance with requirements outlined in the on-site survey. Like the desk review, the district uploads specific requested documentation into the monitoring system and provides explanations when prompted. A team, typically led by the district's OFP specialist, 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 OFP specialist 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 DEW 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

Logging on with the OH/ID account:

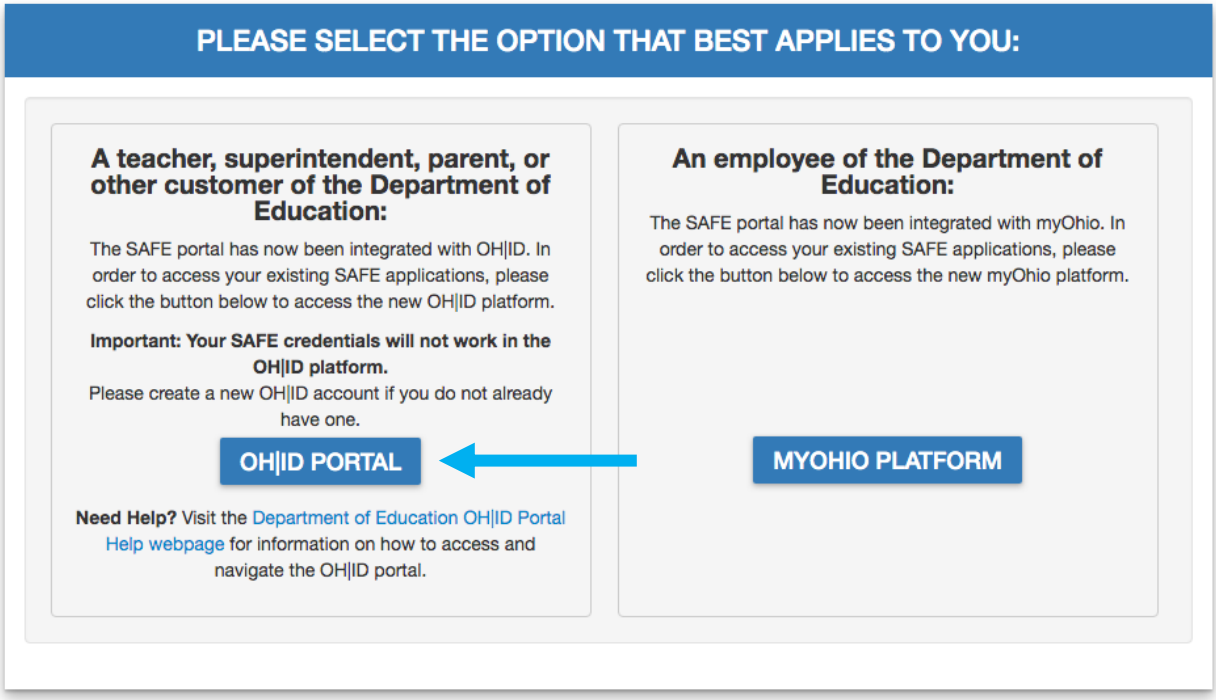
Users can access the online Consolidated ESEA Grants Monitoring Survey through the DEW OH/ID secure web portal log-in (formerly known as SAFE (Secure Application for Enterprise). Users can access the OH|ID portal by clicking the "Login" link at the top of the DEW homepage or going to the OH|ID portal directly at ohid.ohio.gov.

If you need technical support with your account, contact DEW at 877-644-6338 or Profile.Help@education.ohio.gov.

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

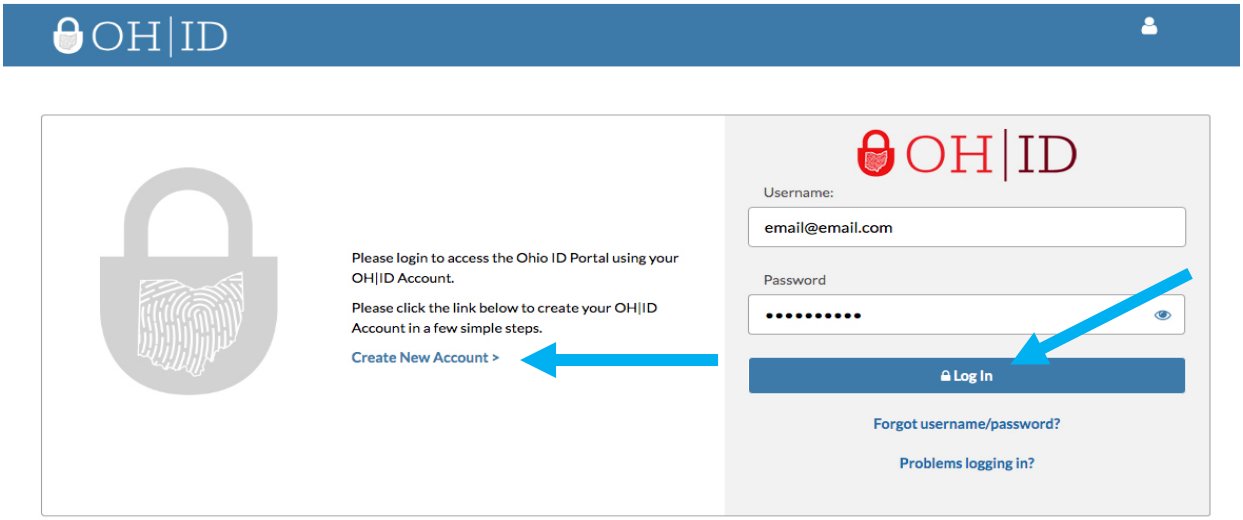


2. Click on the "**OH|ID Portal**" button.



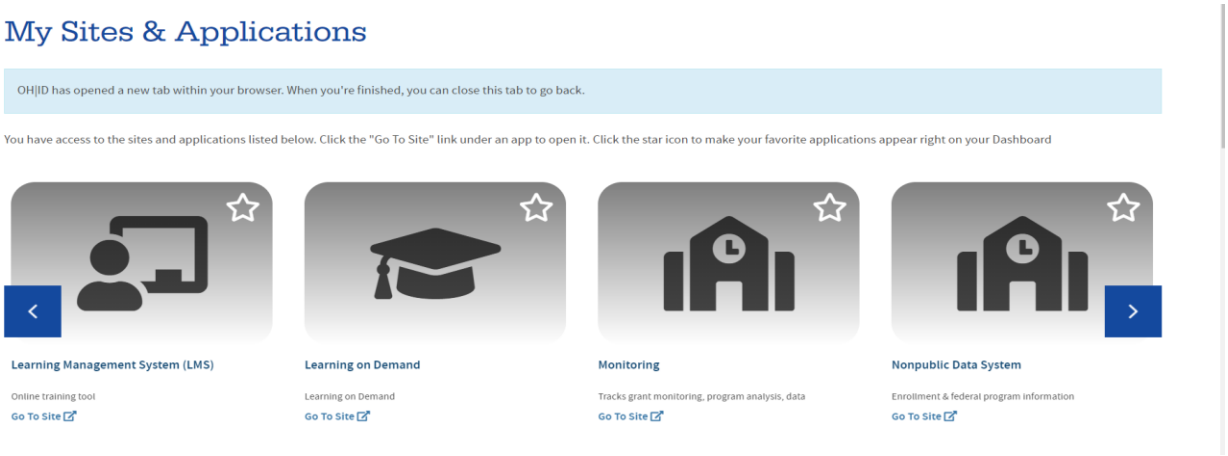
3. Enter your OH|ID username, password and click the "**Log In**" button

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 DEW 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.

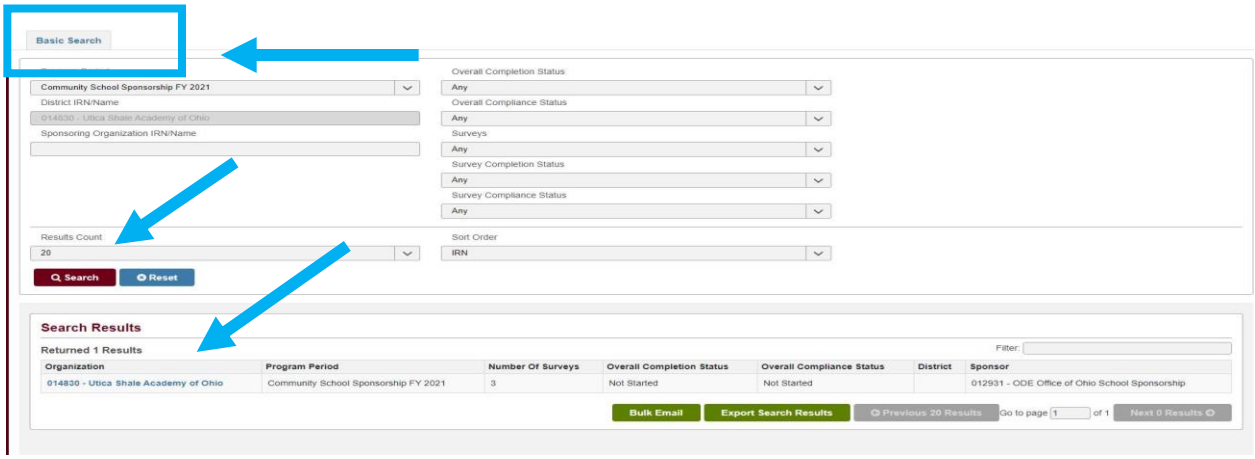


E. Completing Consolidated ESEA Grants Monitoring Survey

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

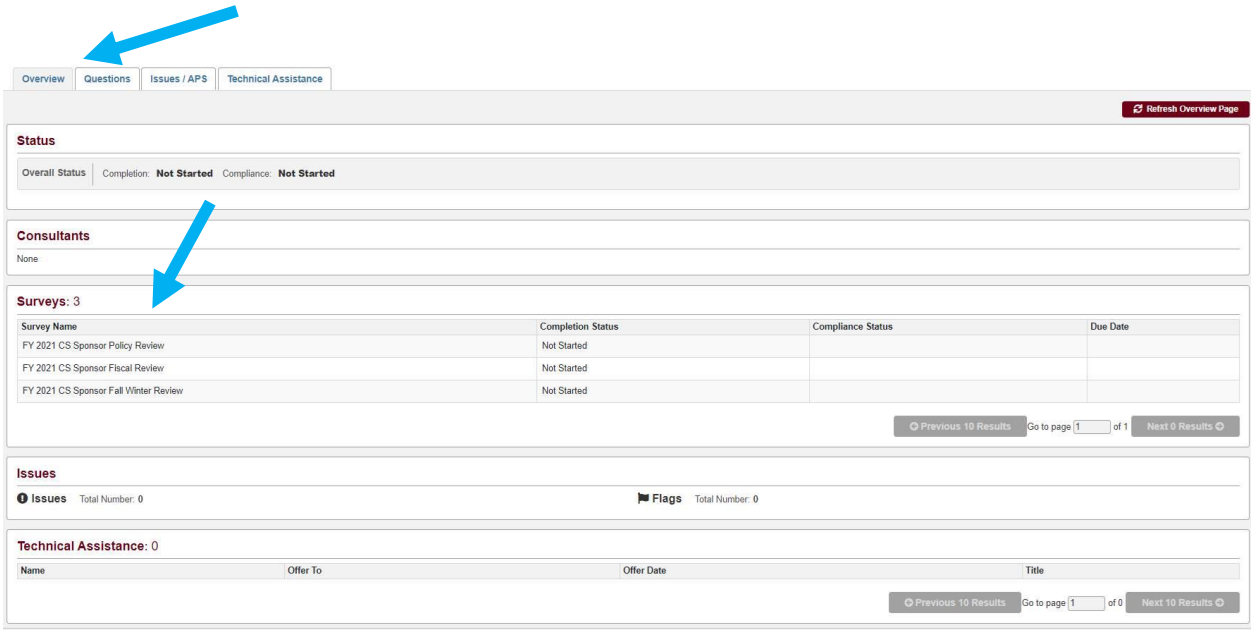
2. Select Consolidated ESEA Grants from list of Available Programs under Select a Program.

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

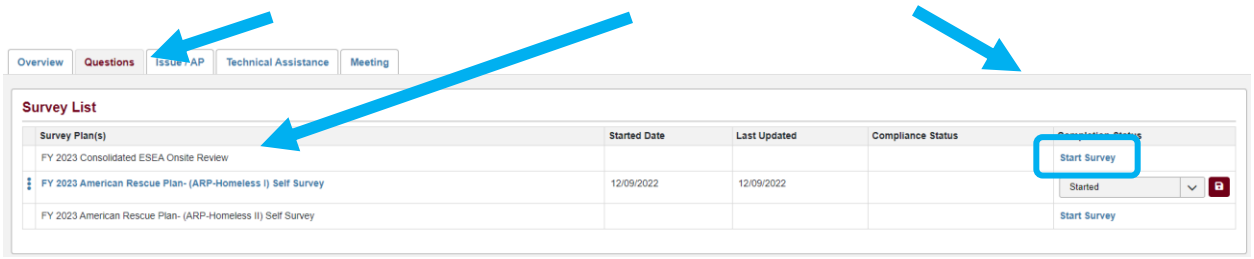


4. Click on your blue link to your district under Organization in the search results section.

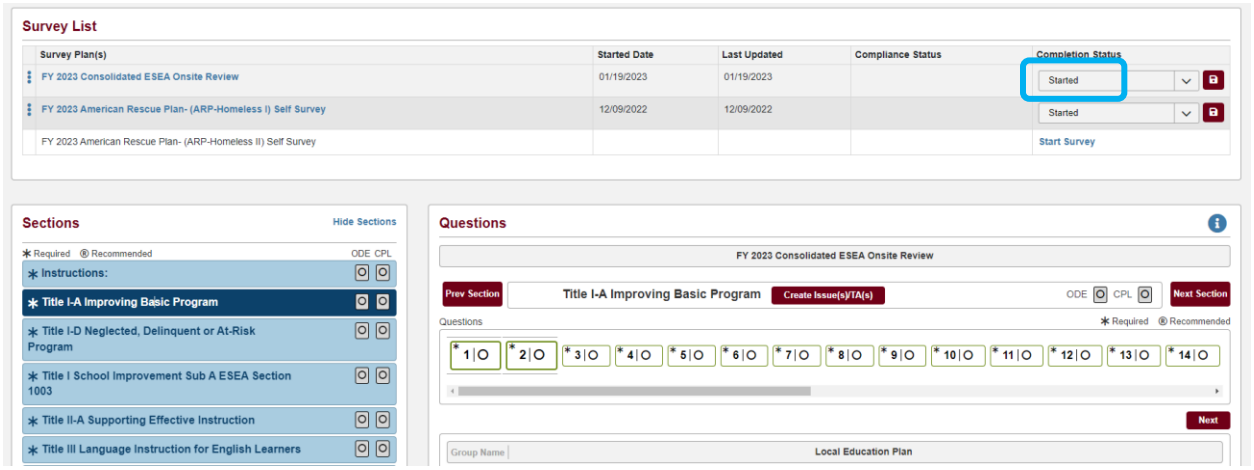
5. The monitoring page will open to the overview tab. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA programs. Most of you will only have one. In the situation below, the district has three surveys to complete.



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.



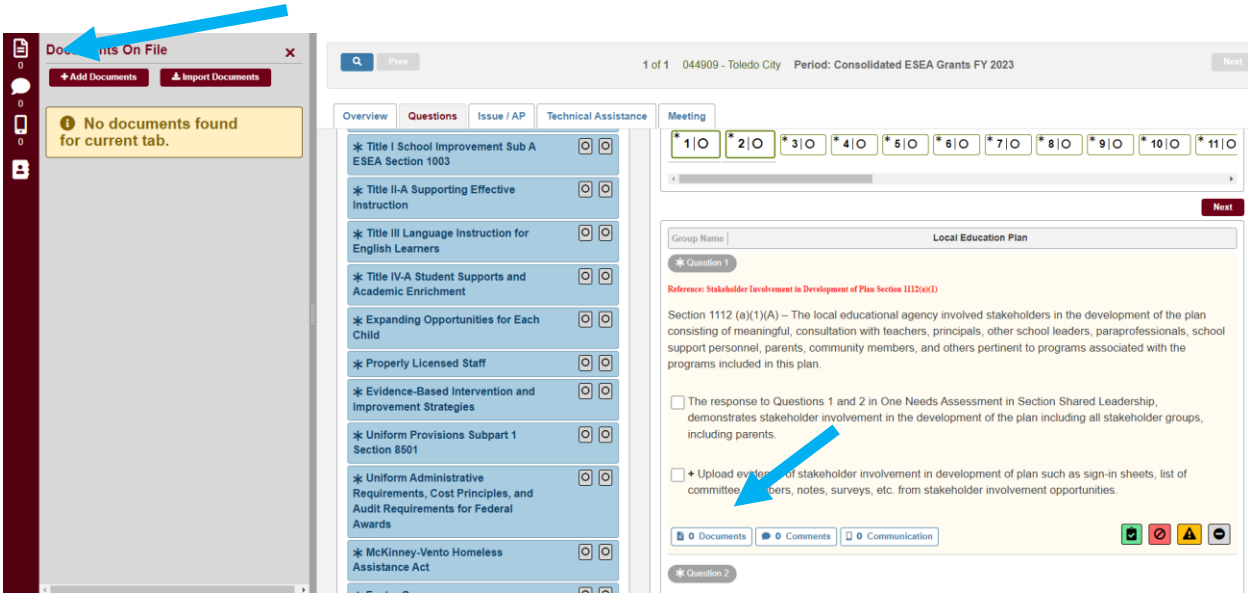
Ohio Department of Education & Workforce

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.

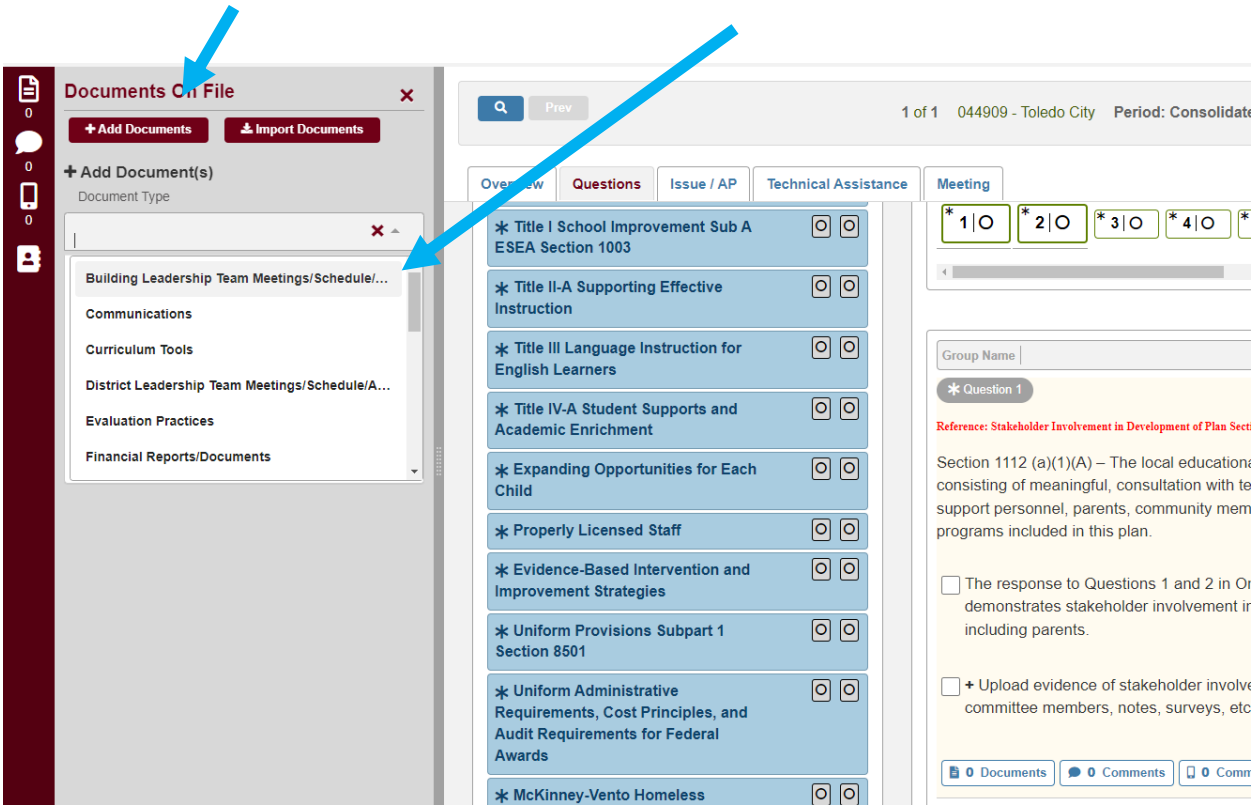
The district needs to respond to all required questions which are denoted with an asterisk (*) next to the question number. Questions will either require an upload of a document or a comment added in a text box. NEW: Districts do not need to mark the checkboxes. This will be done by DEW specialists as 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 specialist will review the evidence provided and determine if it meets the requirements.

I. UPLOADING DOCUMENTS IN THE MONITORING SYSTEM

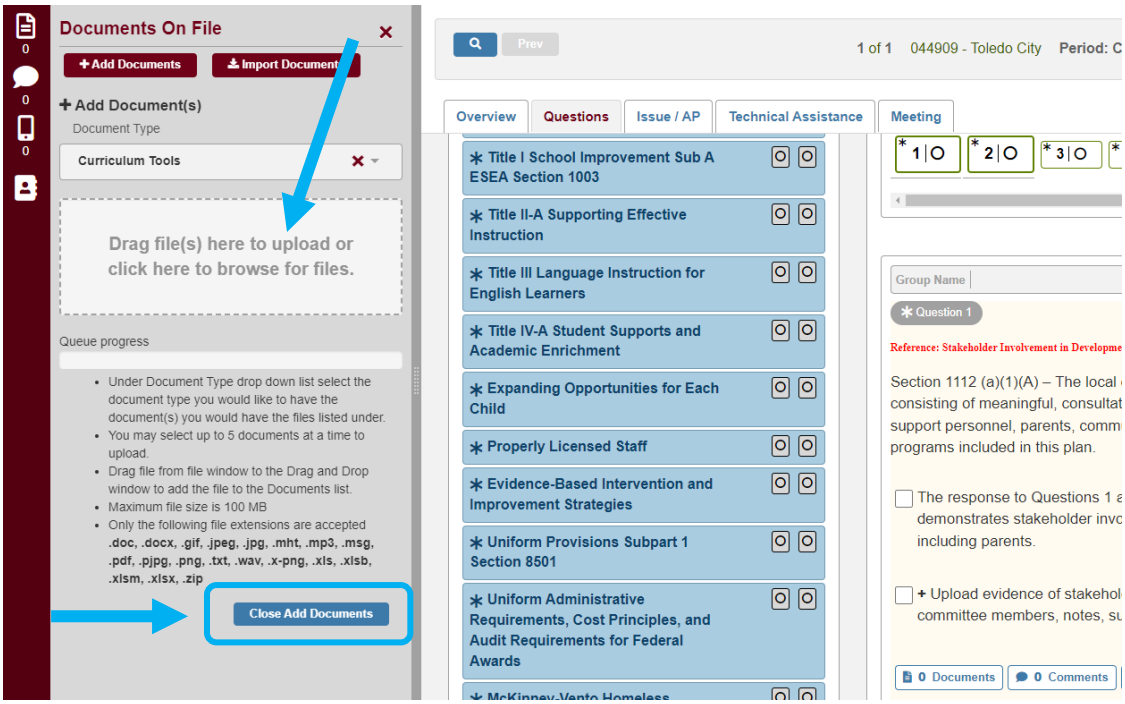
1. Choose one of two ways to upload a document to a question: a.) by clicking on the documents link at the bottom of the survey b.) by selecting the document icon on the left-hand side of the screen. This will open a flag area on the left side of the screen.



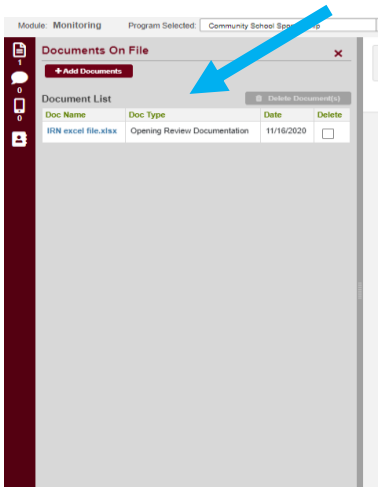
2. Select Add Documents in the window and then select the document type in the drop down provided below.



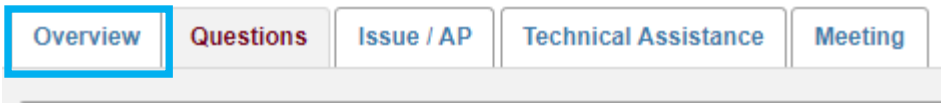
3. A district can drag the file into the window provided or by clicking in the area browse window will open allowing a district to select the document from their files. Select Close Add Document.



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



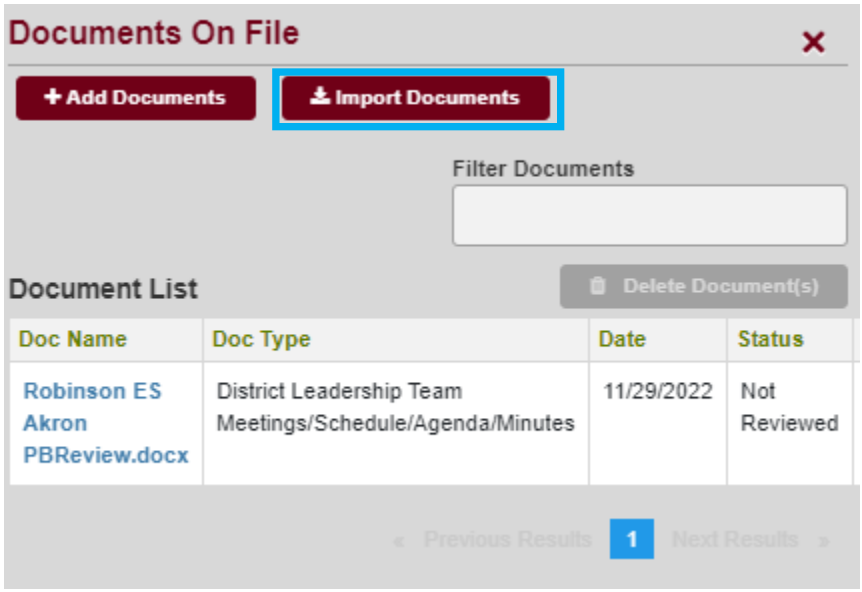
NOTE: A document may be used more than once in the survey to provide evidence for multiple questions. Uploaded documents are added to the survey's document library which can be accessed for quick retrieval. To access the document library, click the Overview tab.



Clicking the 

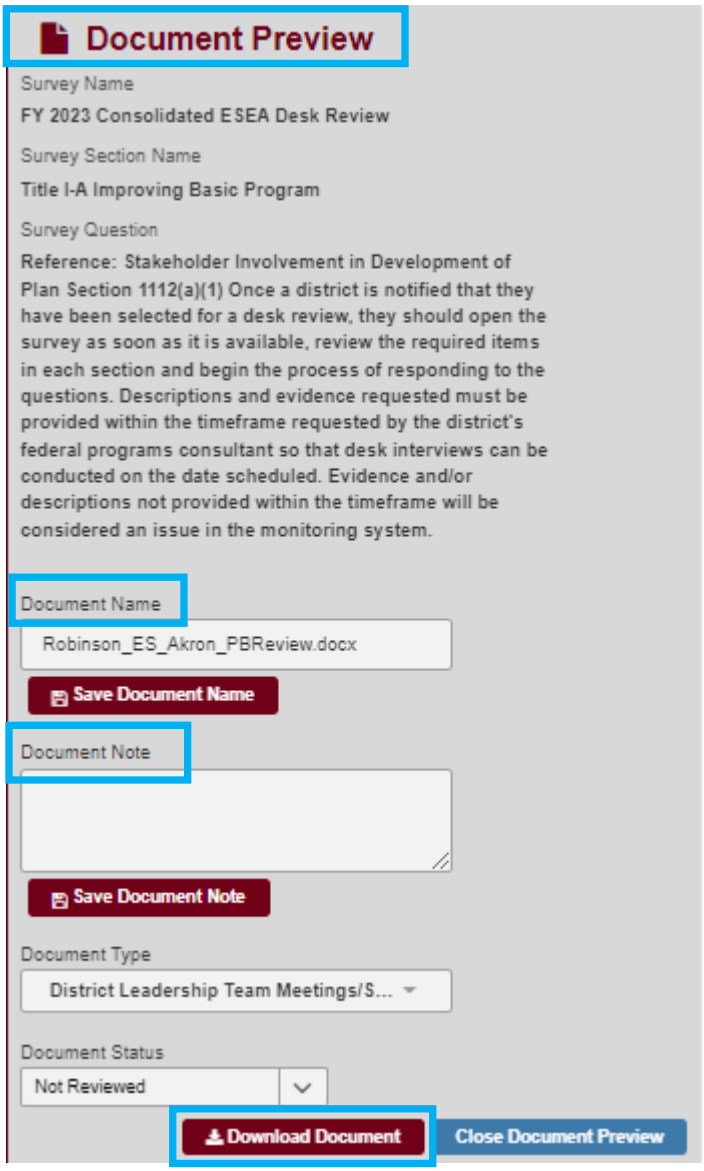
icon allows you to view existing documents. To attach a document to a question:

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



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.

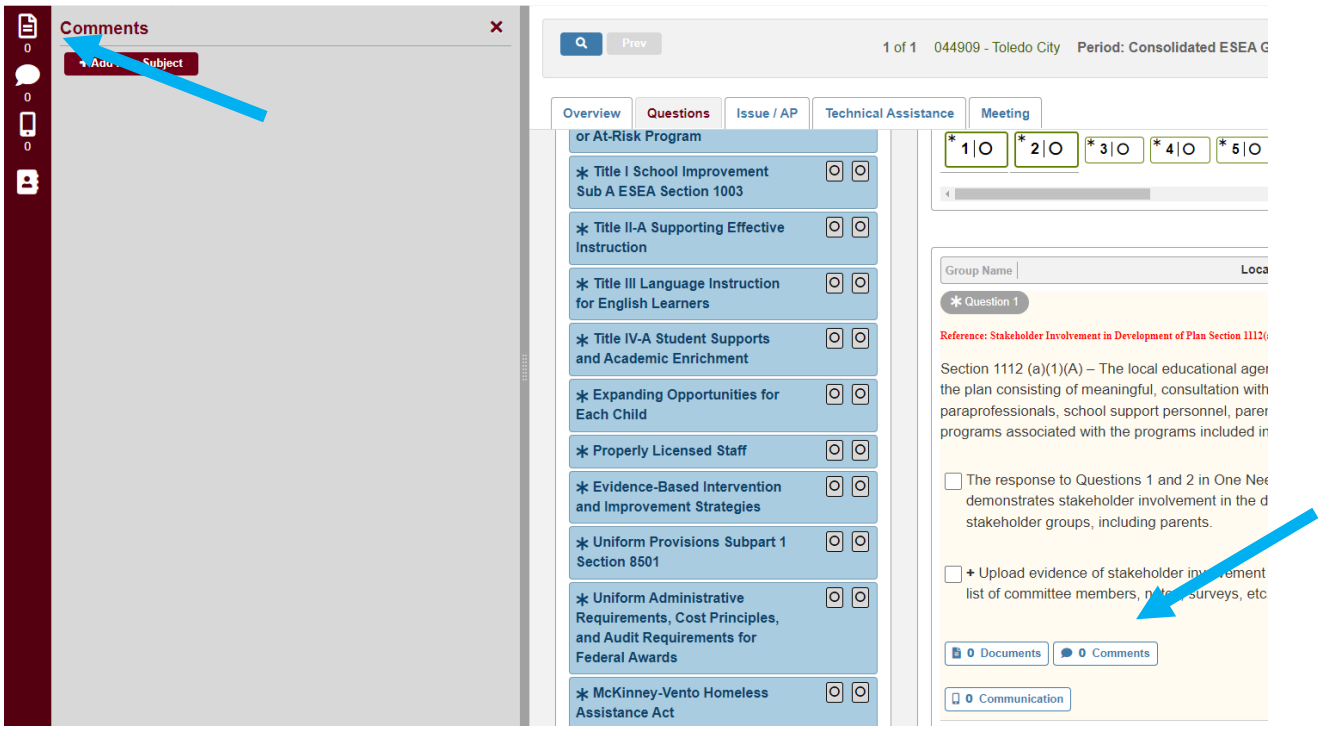


CAUTION: Although you do not have to use the document library feature and can choose to upload directly in the question itself as first described, doing so will add the document to the Document Library each time resulting in multiple copies in the library.

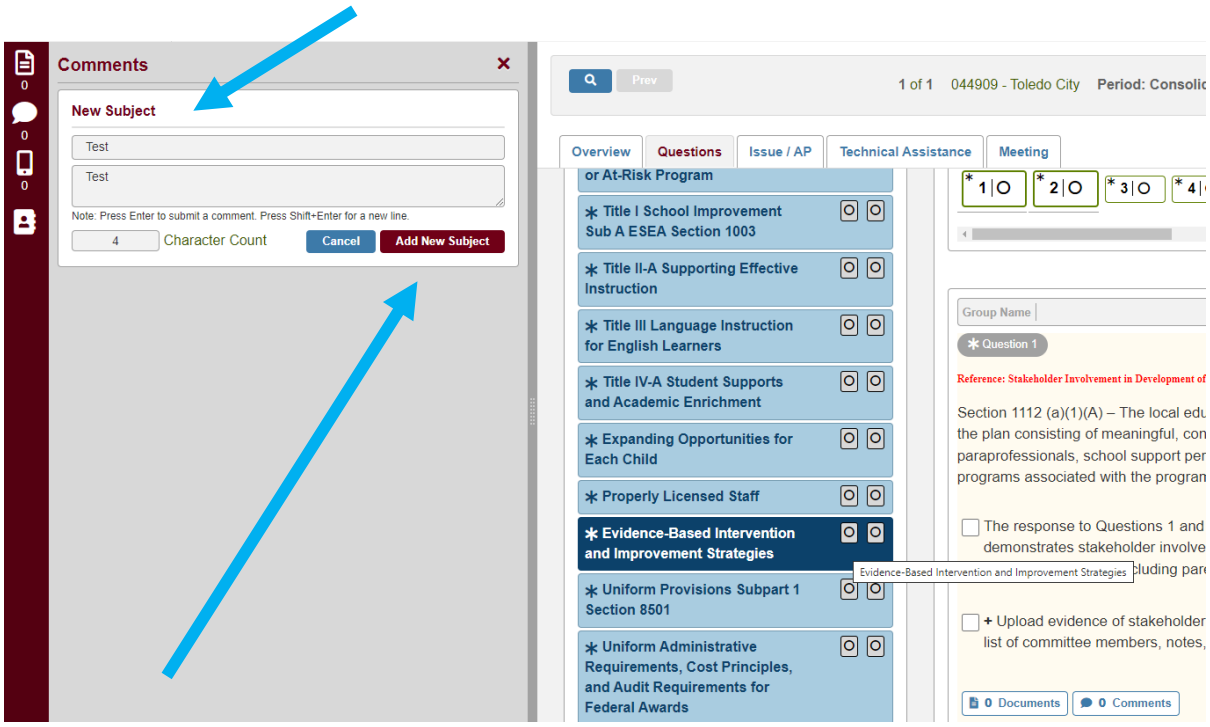
II. ADDING COMMENTS IN THE MONITORING SYSTEM

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

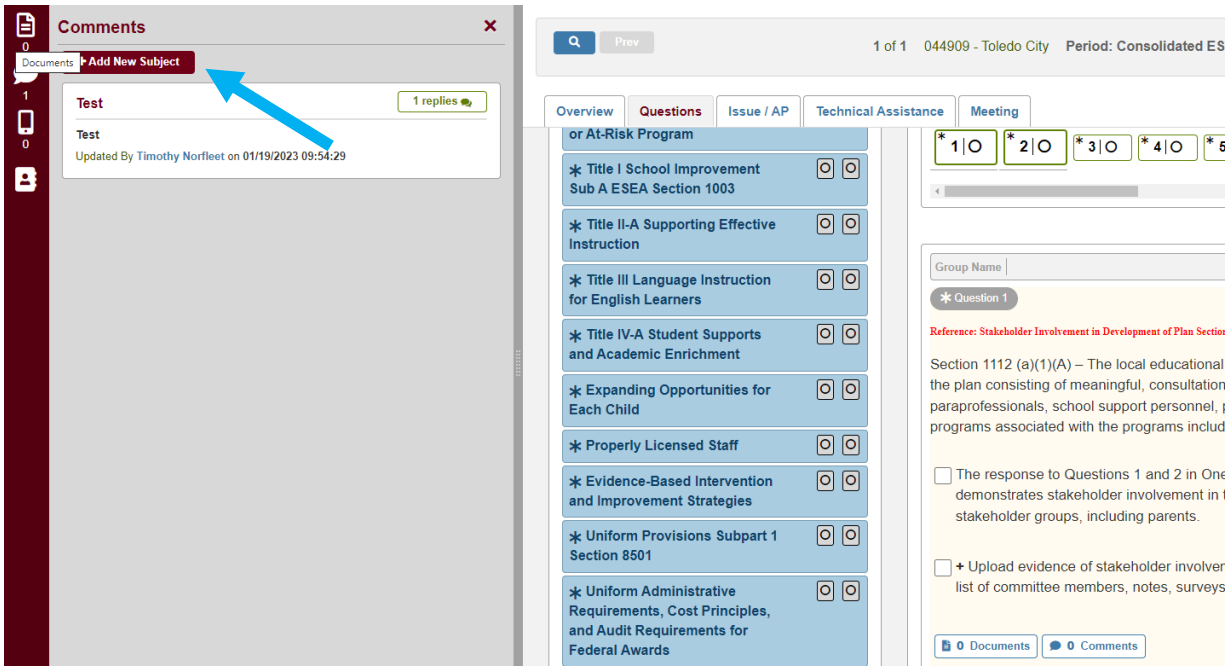
1. Select the icon to add a comment under the question or on the left-hand side in the flag area.



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

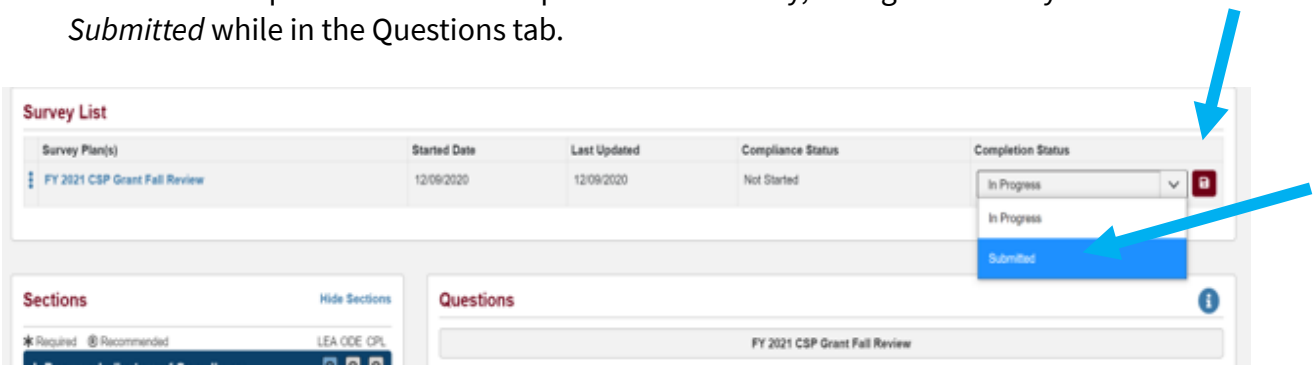


F. Closing the Consolidated ESEA Grants On-site Survey

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 and the on-site team has conducted their review in the district. 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 OFP. 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.

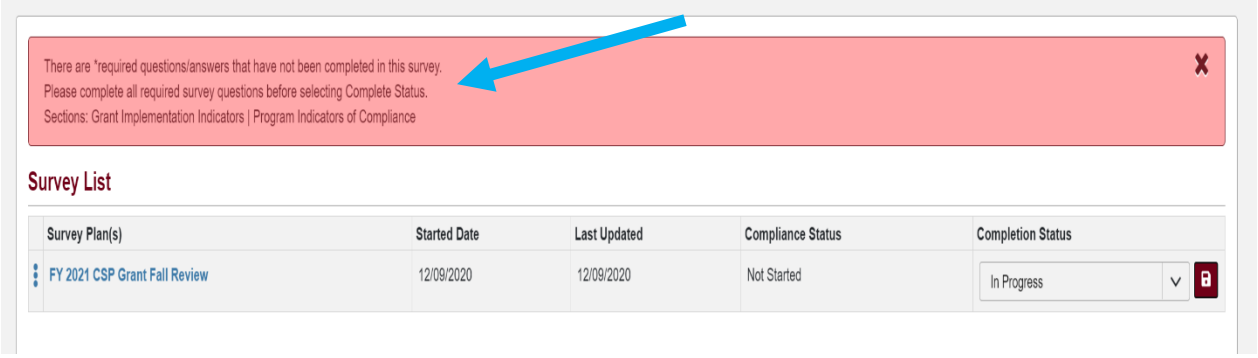
STEP 1: CLOSING THE ON-SITE SURVEY WITH *SUBMITTED* AND *SURVEY COMPLETED*

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

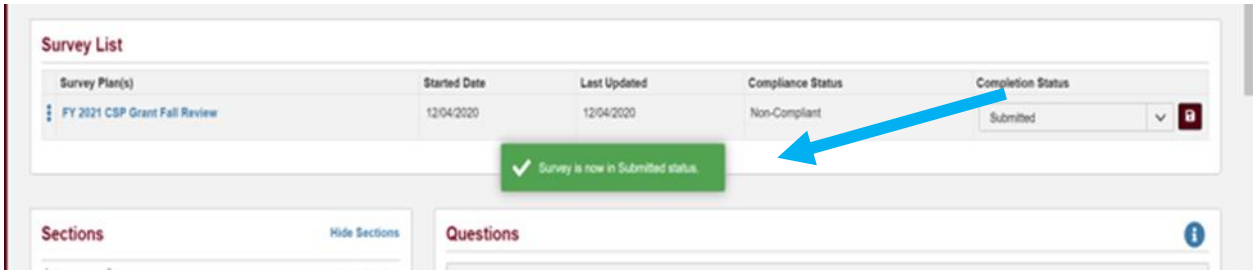


Special Note about Error Message during Submission

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.



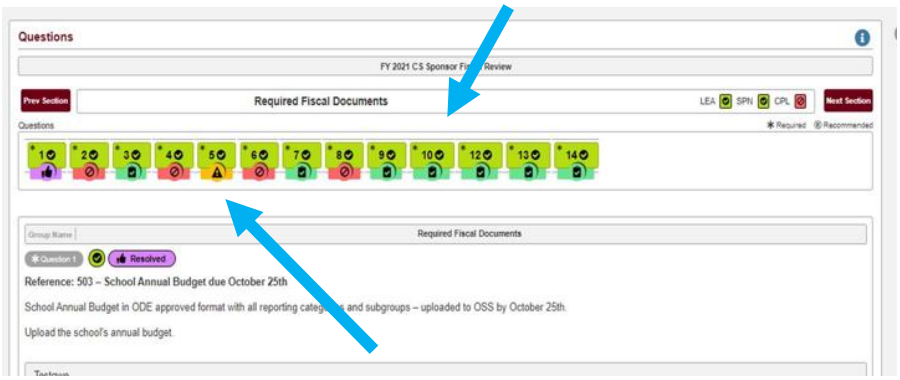
2. Once all the required items have been checked and the documents uploaded or completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select *Survey Completed*. A message will appear as below indicating that the district has successfully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



STEP 2: CLOSING THE ON-SITE SURVEY WITH SPECIALIST REVIEW

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

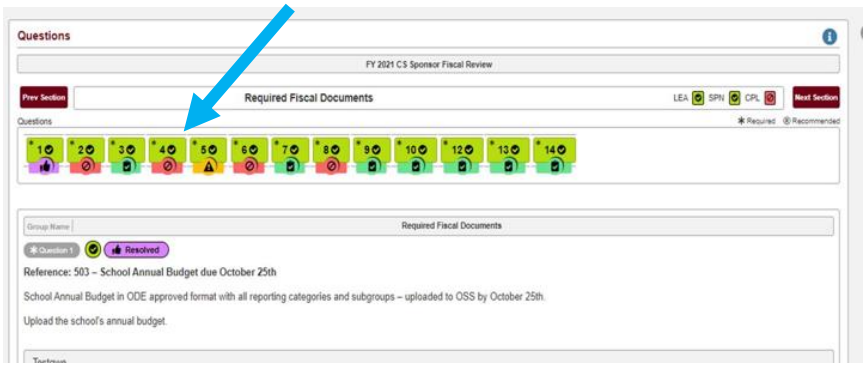


2. Items that are marked yellow with a triangle will have technical assistance provided on the technical assistance tab at the top of the page. The specialist will review each technical assistance item with district staff and discuss with the district what areas within the item may be improved upon and 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 specialist 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 specialist will identify the item as an issue. This item will show as red under the question.

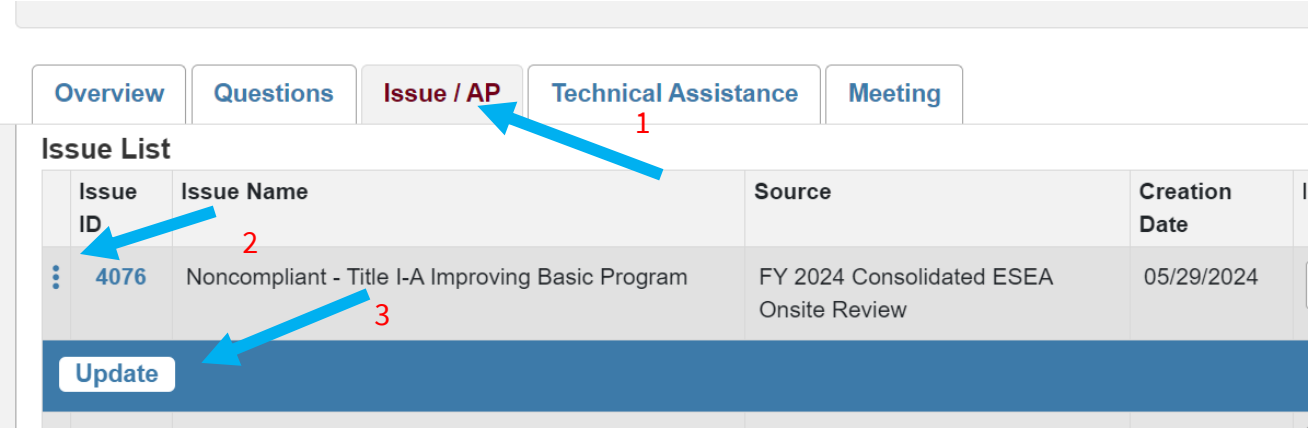


2. The specialist will describe in the system the issue and provide a recommendation to the district for correcting the issue.

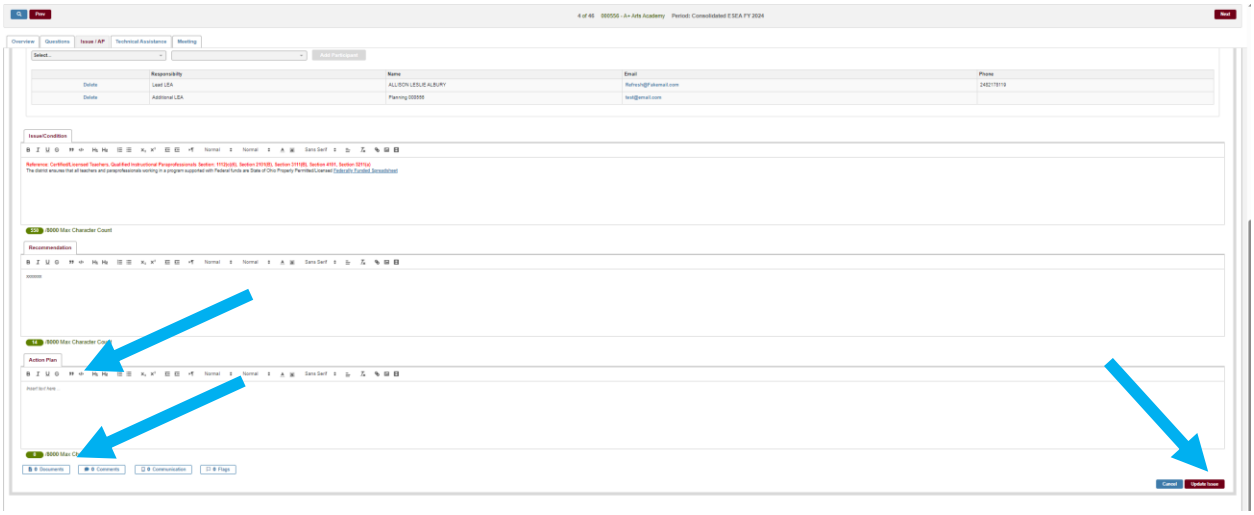
3. After the specialist has created the issue, an assistant administrator in the office will review the issue resulting with the system populating tabs in the system for the district to provide a *corrective action plan (CAP)* and evidence of implementation of the corrective action plan.

After an issue has been submitted, the district has 30 days to provide a corrective action plan on the tab in the system.

4. After meeting with the specialist, the district will proceed to add the *corrective action plan* called for by the issue. In the monitoring tile, the district should navigate to the Consolidated ESEA Grant for the correct FY. Click the Issue/AP tab, then click the three dots on the left side , which will make the Update button available. Click the Update button.



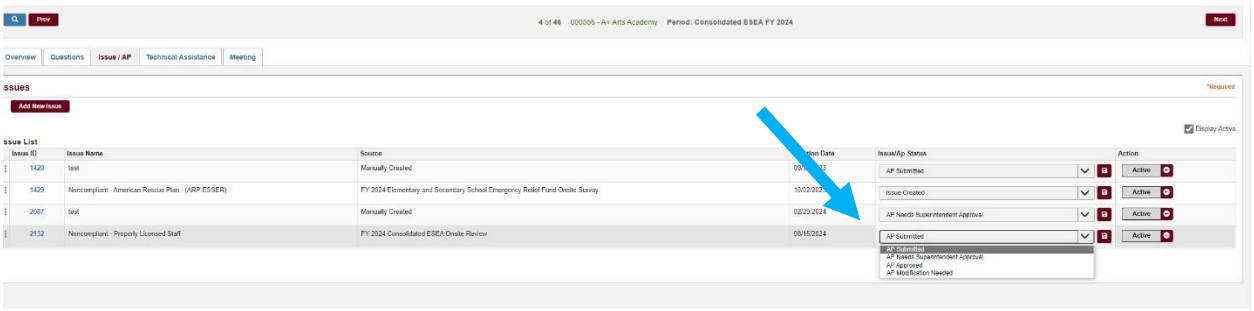
5. This will open the Issue and allow the district to enter their corrective action plan. The district may have to scroll down the page past the detailed description of the issue and the recommended action plan to find the “Action Plan” text box. The district should enter their corrective action plan in this text box. Any evidence to support this action plan should be uploaded into the documents box found directly below. When the CAP and evidence have been added, the district must click the “Update Issue” button found in the lower right hand corner.



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.

6. The superintendent must approve all corrective action plans prior to approval by the program specialist.

7. The district will then click “AP Submitted” on the screen that become available.

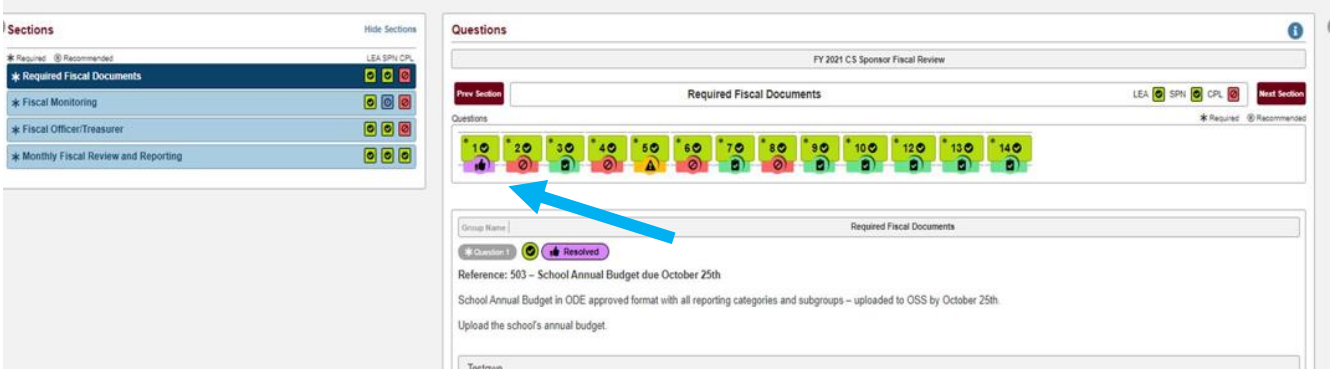


8. Once a district superintendent has approved a district’s action plan, the CAP has been entered and submitted, the specialist will review and determine if it meets the necessary requirements or if it needs more information or steps to completely address the issue.

9. Upon approval of the corrective action plan, the district and 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.

10. If the specialist determines sufficient evidence has been provided, the Issue may be approved and the monitoring review is considered closed. Some Issues cannot be closed quickly because evidence cannot be collected. In these situations, the review could remain open until the appropriate evidence can be obtained and uploaded.

11. The specialist will review the evidence and notify their assistant administrator that the district has implemented their corrective action plan sufficiently. The assistant administrator 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.



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

G. Timeline and Flowchart for On-site Review Completion

On-site Review Timeline			
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

