



Ohio

Career-Technical Education
Program Review
Manual
FY19

 | Department
of Education

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Overview

Career-Technical Education Program Review

The intent of the Career-Technical Education Program Review is to maximize the use of resources improving the quality of career-technical education programs. The Career-Technical Education Program Review is a five-year process. The district conducts a self-review in the first two years for noncompliance areas. In the third year, the district completes a Corrective Action Plan with the assistance of the Career-Technical Planning District and the Ohio Department of Education. If a program is not compliant in the fourth and/or fifth years, onsite review may be conducted by the Ohio Department of Education and Career-Technical Education Planning District to establish a directive plan.

Performance indicators of the program review process:

1. Technical Skill Attainment
 - a. Technical Skill Attainment measures the proportion of concentrators passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical education program.
2. Technical Skill Assessment Participation Rate
 - a. Technical Skill Assessment Participation Rate is the proportion of concentrators who left school in programs with available assessments who were assessed and reported with valid scores.
3. Post-Program Placement
 - a. Post-Program Placement measures the proportion of concentrators who are employed, in an apprenticeship, in the military, or are enrolled in postsecondary education or advanced training six months after leaving school.

Quality Program Review Submission Timeline

All Pathways:

11/29/2019 – FY19 Pathway Data Available

3rd and 4th Year Non-Compliant Pathways:

3/2/2020 – Action Plan (Year 3) and Revisions (Year 4) Due

4/15/2020 – ODE Action Plan Review Completed/Delivered

5/15/2020 – Final Action Plan Revisions Due

FY19 1st and 2nd Year Non-Compliant Pathways

4/1/2020 – FY19 Self-Assessments Due

Getting Help

General Assistance

Frits Rizor
Office of Career-Technical Education
614-644-5924
Frits.Rizor@education.ohio.gov

Technical Assistance

For **technical assistance** specific to a pathway, please contact your career field educational program specialist who is listed on the [Ohio Department of Education Office of Career-Technical Education webpage](#).

Accessing the CTE Compliance System

New users must have access to the SAFE account to access the CTE 26 portal. A SAFE account can be obtained at this link <https://safe.ode.state.oh.us/portal/>.

To access the CTE 26 portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General.

Career-Technical Planning District personnel accessing the CTE 26 portal to review member Districts' program review information must have one of the following roles assigned in the Ohio Education Directory System (OEDS-R) under the Career-Technical Planning District organization IRN: Superintendent, Superintendent Designee

Accessing the CTE 26 Portal for CTE Program Review

Logging on through the SAFE account

Users can access the online CTE 26 portal through the Ohio Department of Education's secure Web Portal known as SAFE (Secure Application for Enterprise). Click on the **SAFE** link located at the top of the department's home page. [Note: You must have a SAFE account to sign-in.]

[Login](#) | [State Agencies](#) | [Online Services](#) **Ohio.gov**

Ohio | Department of Education



Custom Search



[Home](#) [ADMINISTRATORS](#) [TEACHERS](#) [PARENTS](#) [TOPICS](#) [HOW DO I?](#) [ABOUT](#) [MEDIA](#) [BLOG](#) [CONTACT](#)

After clicking the **LOGIN** sign-in link, you will land on a page with the box as seen in the image below.

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

Need Help? Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

[MYOHIO PLATFORM](#)

Enter your **username** and **password**.



Please login to access the Ohio ID Portal using your OH|ID Account.

Please click the link below to create your OH|ID Account in a few simple steps.

[Create New Account >](#)



Username:

Password

[Log In](#)

[Forgot username/password?](#)

[Need Help?](#)

Click the **CTE 26** link.

Melissa Peterson

Refresh@Fakemail.com
330-424-1105 (Fax)
15990 Oakridge Dr
E Liverpool, OH 43920

Account Settings

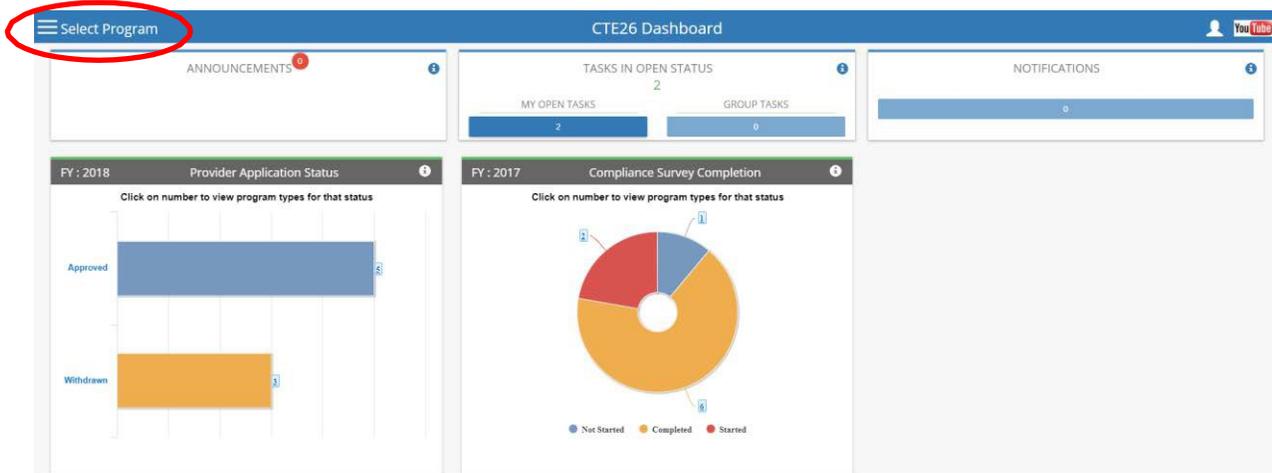
- [Manage Name](#)
- [Manage Email](#)
- [Manage Address](#)
- [Manage Phone](#)

Web Systems	Description
Application Request	Application Request
AYP 2012	AYP 2012
CCIP	Comprehensive Continuous Improvement Planning Application
Collaboration Center	Content Sharing and Work Site
Comparability	Comparability Report
Compliance	Compliance Tracking System
CTE 26	Career Technical Education 26
Decision Framework	Decision Framework Application Suite

*** To access the application, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General.**

NOTE: CTPD personnel reviewing member District programs must be assigned one of the following OEDS roles – Superintendent or Superintendent-Designee.

1. Select Program: Career Field Pathway Program Application



The IRN selected may limit or extend the user's access based on their OEDS assigned roles.

Accessing the CTE Program Review Data

1. Once you have selected the Career Field Pathway Program Application (CFP) button, the system will show the search page for the CTE 26 application. In the tool bar at the top of this page, click on **Compliance**, then click on **Compliance Search**. This will then route the system to the Program Review Search Page.



2. Click on the **Program Period** drop down menu and select **CFP Compliance FY2019** and then select the search button to access the surveys.

Compliance Search

BASIC SEARCH MISCELLANEOUS SEARCH

Program Period: All

CTPD Name: Columbiana County JVSD CTPD

CTPD IRN: 200015

District IRN: 050906

District Name: Columbiana County

Survey: All

Completion Status: All

Compliance Status: All

Results Count: 20

Search Reset

Instructions

1. Select or enter optional criteria.
2. Click Search Button.
3. Scroll down to see search results.
4. Click "Details" button on the far right.

3. Click on the **magnifying glass icon** under **Details** to access the surveys.

Compliance Search

BASIC SEARCH MISCELLANEOUS SEARCH

Program Period: CFP Compliance FY 2018

CTPD Name: Columbiana County JVSD CTPD

CTPD IRN: 200015

District IRN: 050906

District Name: Columbiana County

Survey: All

Completion Status: All

Compliance Status: All

Results Count: 20

Search Reset

Instructions

1. Select or enter optional criteria.
2. Click Search Button.
3. Scroll down to see search results.
4. Click "Details" button on the far right.

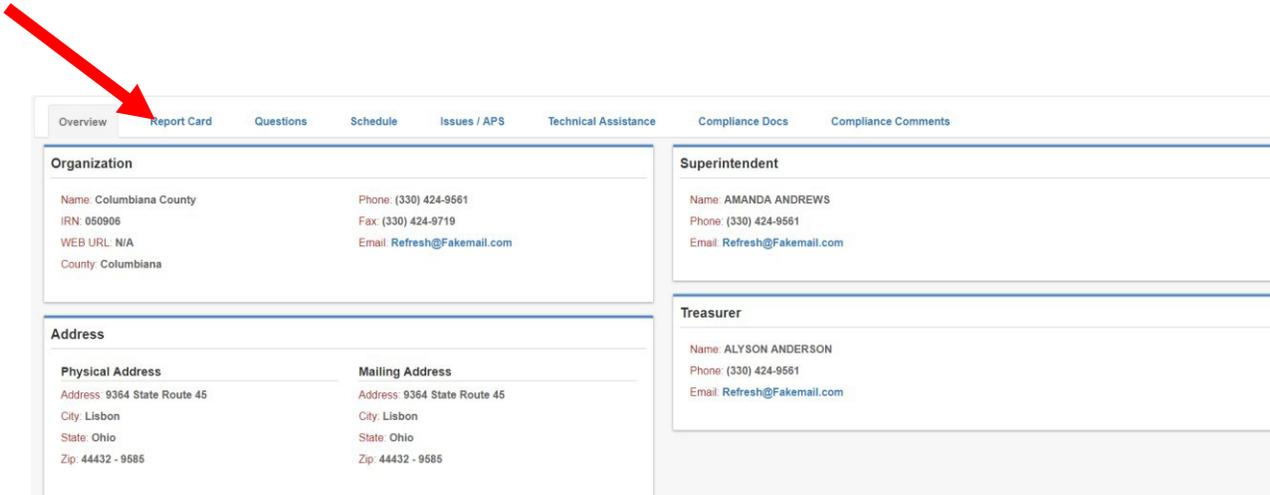
Search Results

Returned 1 IRN and 2 Survey result(s).

Export to CSV

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	# SURVEYS	REPORT	DETAILS
CFP Compliance FY 2018	Columbiana County	050906	2		

- The next page will look like the image below. To access the pathway level data, click on the **Report Card** tab.



- To review pathway data, use the **Select Pathway Code** dropdown menu. You will see all pathways provided by the district. Click on the pathway to view the respective data.



Understanding the Pathway Data for FY2019

Technical Skill Attainment

The Technical Skill Attainment rate reflects the proportion of concentrators who passed the technical tests in their Career-Technical Education program. Only students who took tests are included in the passage rate. Districts who test a low proportion of their students receive either a one or two grade decrease.

- One-grade decrease for Participation Rate 80.0 - 89.9%
- Two-grade decrease for Participation Rate < 80.0%

Grade	Range	Compliance Status
A	90.0-100.0%	Compliant
B	80.0-89.9%	Compliant
C	70-79.9%	Compliant
D	60.0-69.9%	Non-Compliant
F	Below 60%	Non-Compliant

Participation Rate

Technical Skill Assessment Participation Rate is the proportion of concentrators who left school in programs with available assessments who were assessed and reported with valid scores.

Range	Compliance Status
>90.0%	Compliant
< 89.9	Non-Compliant

Post-Program Placement

The Post-Program Placement Rate reflects the proportion of concentrators who left school in the previous year and in the subsequent months were employed in the military, in an apprenticeship, or enrolled in postsecondary education or advanced training. Only students who responded to surveys six to nine months after leaving school are included in this rate. The Post-Program grade also considers the proportion of students who were surveyed. This “Status Known Rate” can cause a grade increase (greater than 95% status known) or a grade decrease (less than 85% status known).

Grade	Range	Compliance Status
A	93.0-100.0%	Compliant
B	89.0-92.9%	Compliant
C	84--88.9%	Compliant
D	79.0-83.9%	Non-Compliant
F	0.0-78.9%	Non-Compliant

As your district plans, the data ranges for each performance indicator will remain the same in subsequent years.

A district will need to complete the Quality Program Standards Survey for each pathway having at least one non-compliant performance indicator.

Completing the CTE Program Review Survey

1. To access the Quality Program survey for “Non-Compliant” pathways click on the **Questions** tab.



- To load the **Quality Program Standards Survey** for each “Non-Compliant” pathway, click on the **Start** button. The system will ask if you want to begin the survey. Click **OK** to proceed.

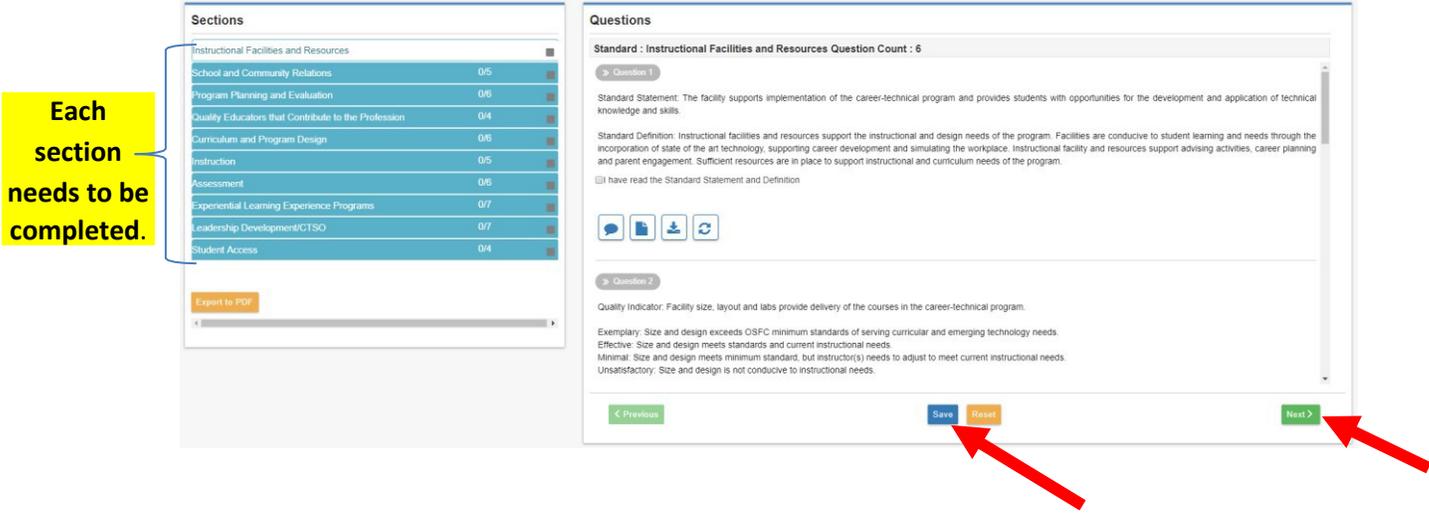


Note: Self Review Action Plans are due on March 2, 2020. To meet this deadline, Self Review Surveys for programs completing an action plan are recommended to have completed prior to attending a quality review workshop. Self Review Surveys for programs not completing an action plan are due April 1, 2020.

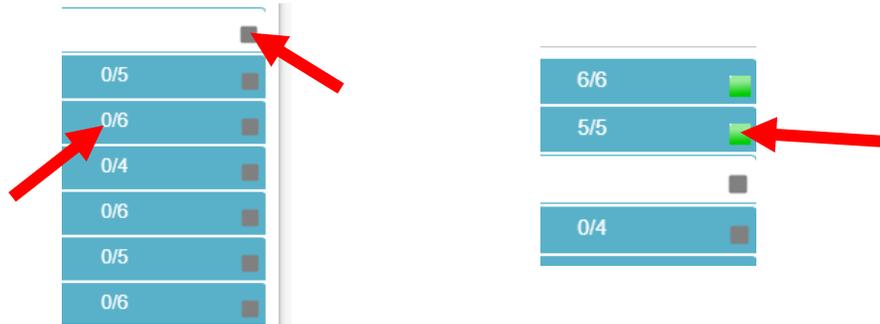
- To start a Quality Program Standards Survey for a specific pathway, click on the **Start** button.



- Select the appropriate answer for each question in the section and click **Save**. To move to the next section, click **Next**.

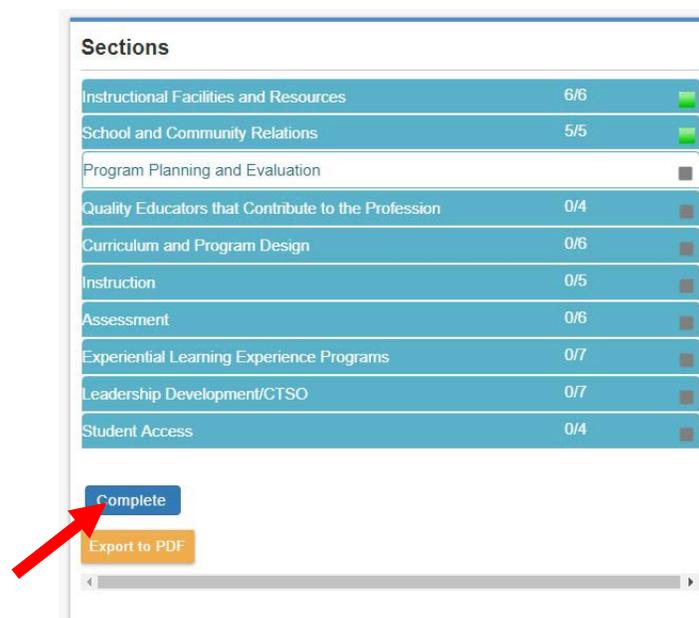


- The system will indicate if there are unanswered questions in the section with the  icon. The count of completed questions out of the number of questions in the section is displayed with this icon . A completed section will be indicated by a green square. A section that has not been started will be indicated by a gray square. Use the scroll bars to see all sections and questions.



- When all questions and sections have been addressed, **select the Complete button to close the survey**. The process will need to be repeated for each “non-compliant” pathway program.

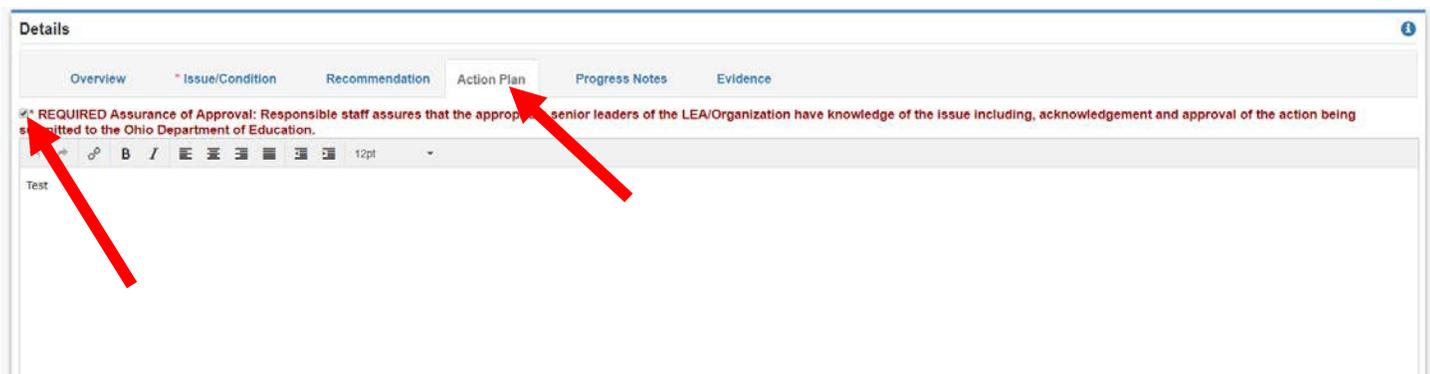
*NOTE: Quality Program Review Survey Action Plans will require a minimum of three indicators to be rated as minimal or unsatisfactory. If you receive this system notification, please return to the survey and identify indicators that may be down rated to meet the requirement above prior to selecting **Complete**.*



3. Click on the **magnifying glass** icon under **Details** to access the action plan.

SOURCE	AUDIT DATE	ISSUE STATUS	AP STATUS	DETAILS	DELETE
: Students perform	11/13/2018	Unresolved	AP Created		
ity Indicator: Students ual summative data to	11/13/2018	Unresolved	AP Created		

4. Select the **Action Plan** tab to move to the upload page. You will next check the box that assures your Local Education Agency approves the plan uploaded.



Details

Overview * Issue/Condition Recommendation **Action Plan** Progress Notes Evidence

REQUIRED Assurance of Approval: Responsible staff assures that the appropriate senior leaders of the LEA/Organization have knowledge of the issue including, acknowledgement and approval of the action being submitted to the Ohio Department of Education.

Test

5. In the last page of the document, you will find the goal sheet that will be your Action Plan. You can also find these sheets in the **“Title of Pathway Guide”**. Please complete a Smart Goal sheet for a minimum of three “Issues” to complete an Action Plan. In the “Text” box on the “Action Plan” tab, write “Action Plan uploaded in Evidence”. Once this is done, click the “Save” button.

TIP: You will be writing numerous goal sheets through this process, so it is important to be deliberate in your naming of these files to keep them organized. We using a convention of:

FYXX.PATHWAY CODE.STANDARD.INDICATOR

For example, you might write a goal sheet for the B0 Media Arts pathway to Standard 7, Indicator 8, which should be saved as:

FY19.B0.7.8

Details

Overview Issue/Condition Recommendation Action Plan Progress Notes Evidence

REQUIRED Assurance of Approval: Responsible staff assures that the appropriate senior leaders of the LEA/Organization have knowledge of the issue including, acknowledgement and approval of the action being submitted to the Ohio Department of Education.

Test

Write "Action Plan uploaded in Evidence".

To submit the Action Plan (AP), select the Overview tab related to the issue and click Submit AP under the AP – Next Available Actions. This step is required and must be completed before the Department is able to view the action plan response.

6. Navigate to the "Evidence" tab

Details

Overview Issue/Condition Recommendation Action Plan Progress Notes Evidence

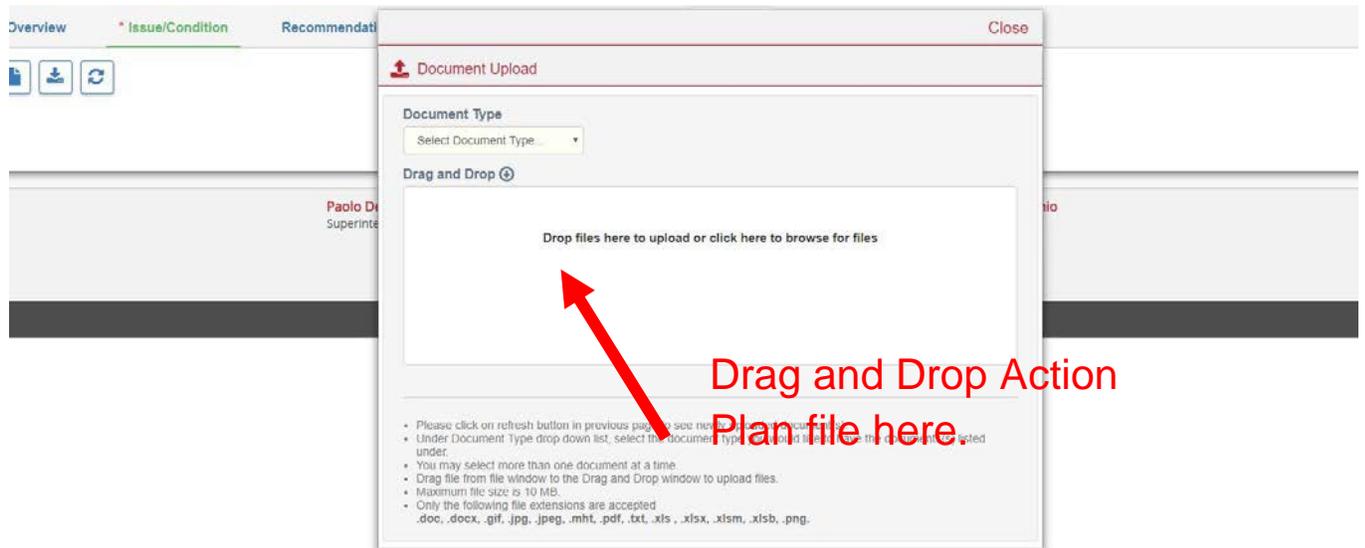
REQUIRED Assurance of Approval: Responsible staff assures that the appropriate senior leaders of the LEA/Organization have knowledge of the issue including, acknowledgement and approval of the action being submitted to the Ohio Department of Education.

Test

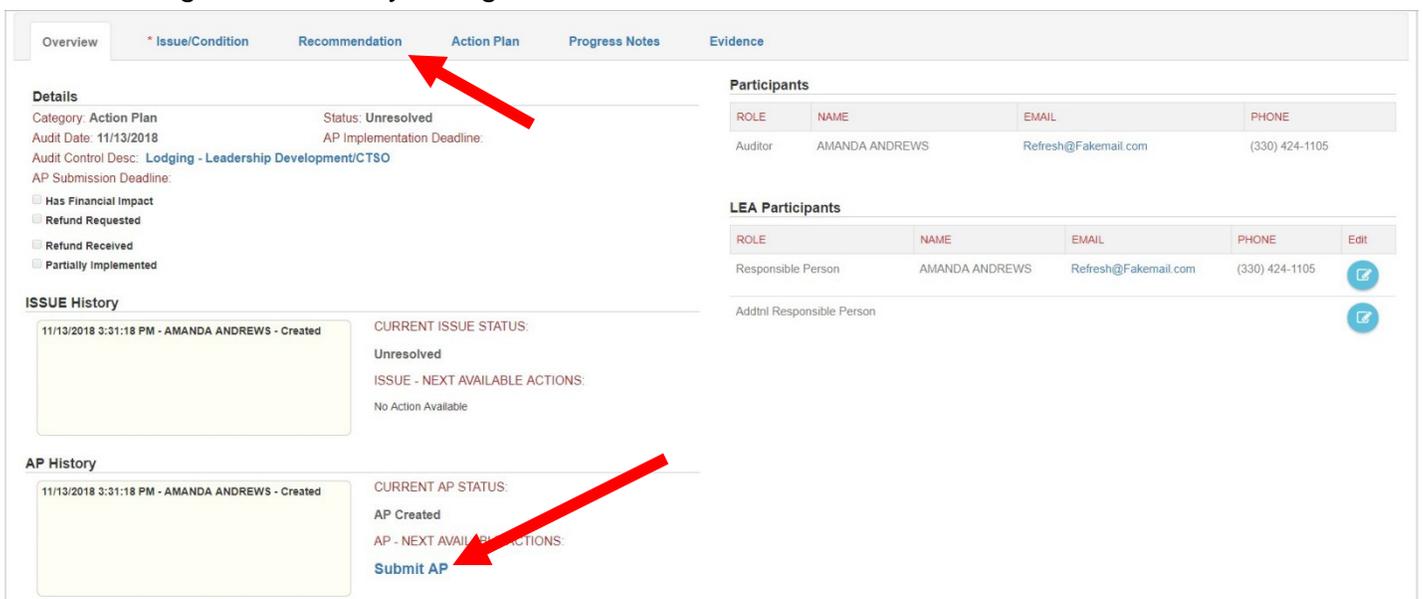
To submit the Action Plan (AP), select the Overview tab related to the issue and click Submit AP under the AP – Next Available Actions. This step is required and must be completed before the Department is able to view the action plan response.

7. Select this button:  , which will bring up an upload screen. Select “Other Electronic Document and drag and drop the file that contains your Action Plans

into this screen. Select the refresh button. 

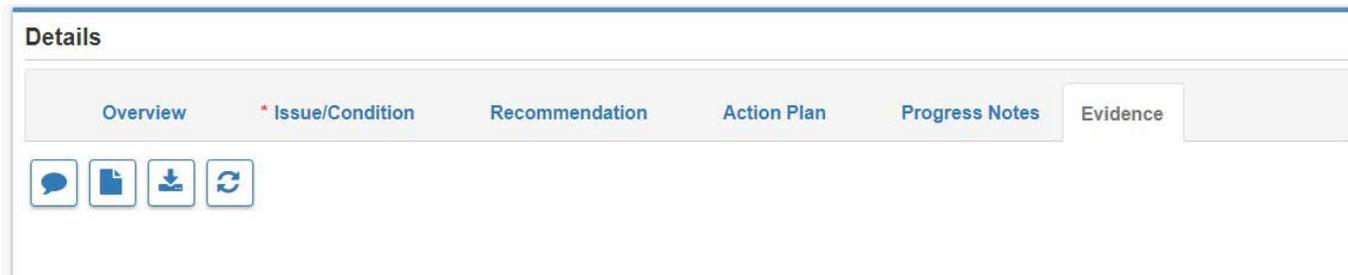


8. Navigate back to the **Overview** tab and submit the action plan for the issue above by clicking on **Submit AP**. Office of Career-Technical Education staff will either approve the Action Plan or may return the Action Plan for further action. If you get a notification that your Action Plan’s status has changed to “Needs Action”, navigate to the **Recommendation** tab for instructions to correct the plan. Resubmit the plan after making the necessary changes.



Action Plan Approved

1. Once the status of your Action Plan is “Approved”, you can provide notes or evidence using the **Evidence** tab. You should upload evidence of data points and any other evidence you deem necessary as it relates to the data sources indicated on your Goal Sheet.

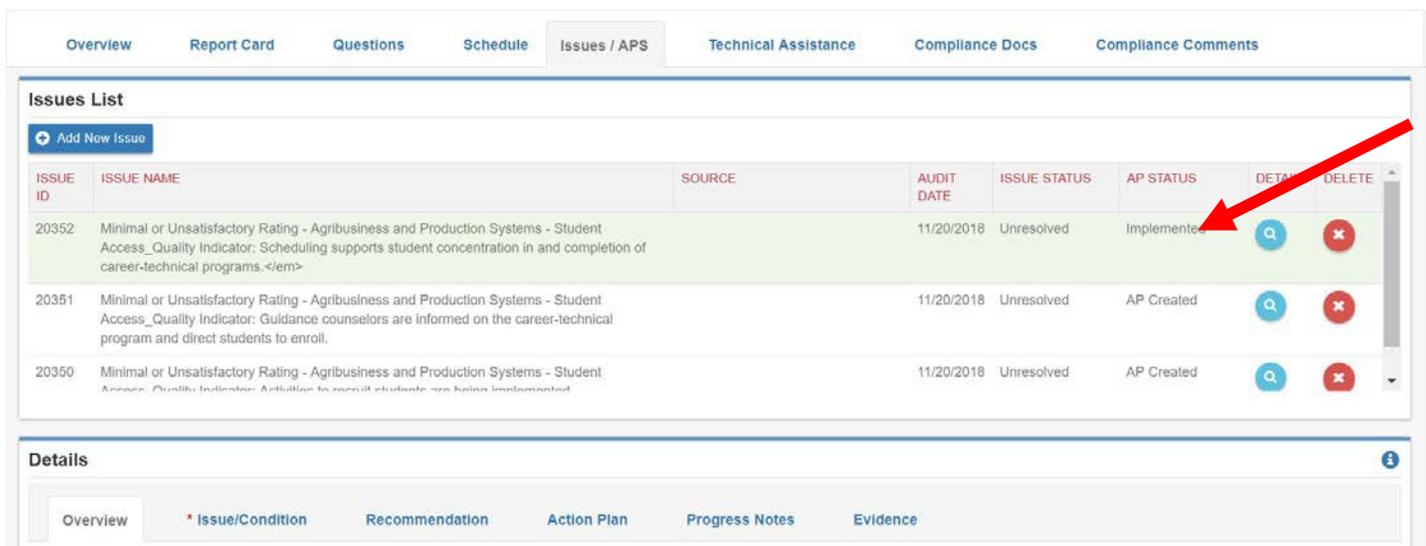


Details

Overview * Issue/Condition Recommendation Action Plan Progress Notes Evidence

Chat Document Download Refresh

2. Once evidence is submitted, it will be reviewed by Office of Career-Technical Education staff. If implementation is shown by the evidence, it will be approved, and the status will change to “Implemented”. If more action is needed, the status will be changed to “In Progress” and further instructions will be available in the **Recommendation** tab. Only when an Action Plan has a status of “Implemented” is the district’s process complete. The “Issue” will show up highlighted green to indicate completion.



Overview Report Card Questions Schedule Issues / APS Technical Assistance Compliance Docs Compliance Comments

Issues List

+ Add New Issue

ISSUE ID	ISSUE NAME	SOURCE	AUDIT DATE	ISSUE STATUS	AP STATUS	DETAILS	DELETE
20352	Minimal or Unsatisfactory Rating - Agribusiness and Production Systems - Student Access_Quality Indicator: Scheduling supports student concentration in and completion of career-technical programs.		11/20/2018	Unresolved	Implemented		
20351	Minimal or Unsatisfactory Rating - Agribusiness and Production Systems - Student Access_Quality Indicator: Guidance counselors are informed on the career-technical program and direct students to enroll.		11/20/2018	Unresolved	AP Created		
20350	Minimal or Unsatisfactory Rating - Agribusiness and Production Systems - Student Access_Quality Indicator: Activities to recruit students are being implemented.		11/20/2018	Unresolved	AP Created		

Details

Overview * Issue/Condition Recommendation Action Plan Progress Notes Evidence

ACTION PLAN	DISTRICT:	SCHOOL:	DATE:
	PATHWAY:		

S.M.A.R.T. GOAL: Goals are the vision you wish to see enacted in your district. To improve your rating for this quality indicator, what does that look like in your district? *(400-character limit)*

STRATEGIES, INDICATORS AND PROGRESS MEASURES	STANDARD NUMBER:	INDICATOR NUMBER:
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STRATEGY: Strategies are how you make the goal happen. What can you do to ensure this goal occurs in the timeline outlined? *(250-character limit)*

STRATEGY DATA INDICATOR	BASELINE MEASURE	PROGRESS MEASURE 1		PROGRESS MEASURE 2		PROGRESS MEASURE 3		PROGRESS MEASURE 4	
What measure will be used to assess the strategy?	CURRENT	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL
A									
B									
C									

IMPLEMENTATION DETAILS

ACTION STEPS	DATA SOURCE	DESIGNATED APPOINTEE(S)	IMPLEMENTATION CHECK
1			
2			
3			
4			
5			