

# Ohio

## BUSINESS ADVISORY COUNCILS IN OHIO SCHOOLS

ANNUAL PLAN SUBMISSION GUIDANCE DOCUMENT

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## Introduction

ORC 3313.821 enacted as part of Am. Sub H.B 49 requires all school districts and Educational Service Centers to create and submit their business advisory council plans to the Ohio Department of Education (ODE).

Beginning in the 2018 – 2019 (FY19) school year, ODE will coordinate the submission of these plans annually through the Department's Secure Application for Enterprise (SAFE) web portal. The department has requested all annual plans be submitted not later than September 30<sup>th</sup>.

This guidance document is designed to help districts complete the submission process.

## Accessing the Forms Web System

The Ohio Department of Education uses the Forms Web System to complete the Business Advisory Council Plan collection process. Users access the system through the SAFE web portal.

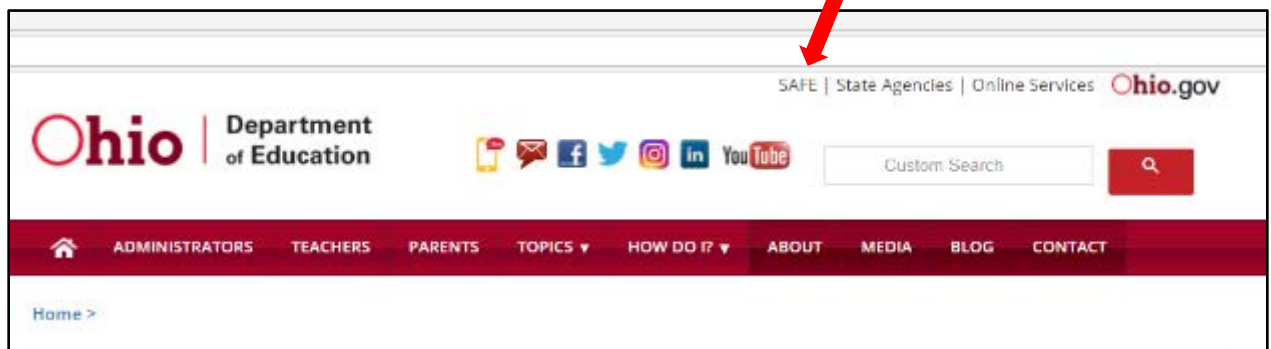
Users must have one of the following roles in the Ohio Educational Directory System (OEDS-R), assigned by their district's OEDS administrator, to complete the required surveys:

- Superintendent
- Superintendent Designee

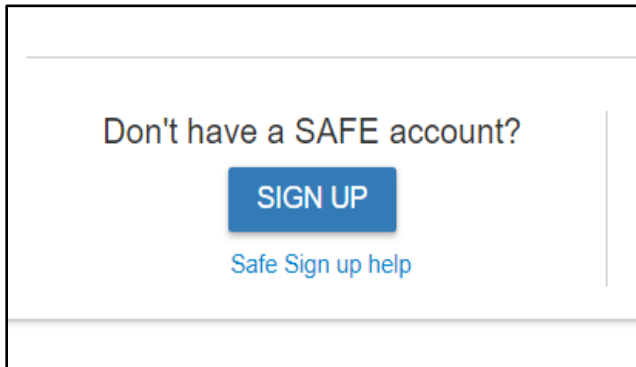
Note: Users who need to access the system but do not have one of these identified roles must contact their district's OEDS administrator.

## Logging in through SAFE

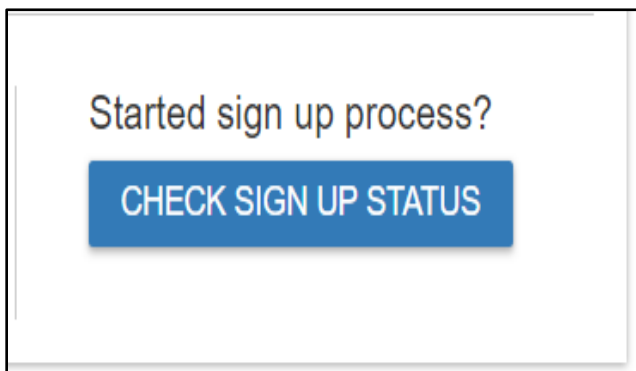
1. Users that do not have a **SAFE** account can create a new account by clicking **SAFE** located at the top of the Department's home page:



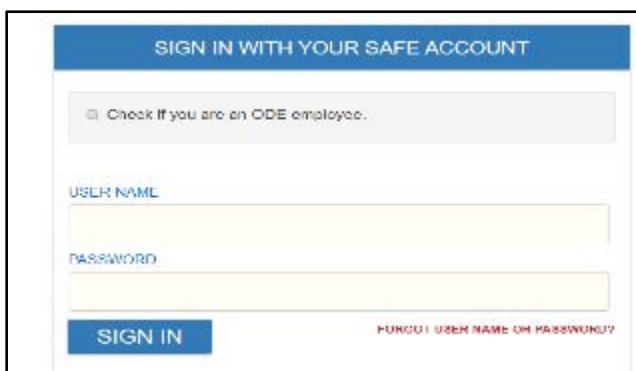
2. On the **SAFE** web portal page, click the “**Sign Up**” button. For guidance in establishing a new account, click the “**Safe Sign up help**” link.



3. If the user has previously started the sign-up process, click on the **Check Signup Status** button for further information about the status of the account.



4. Users with an established **SAFE** account, sign in to their account by entering their user name and password and clicking the Sign In button:



5. Once signed into **SAFE**, a list of web systems to which the user has access will appear on the left side menu bar. If the FORMS link does not appear, the user does not have access to the system and must contact the district OEDS administrator for proper role assignment.

6. If the **FORMS** link appears, click the link:

Web Systems	Description
CCIP	Comprehensive Continuous Improvement Planning Application
Compliance	Compliance Tracking System - Self Evaluation
Exceptional Children	Gifted, Focused Monitoring, Autism, Procedural Safeguards
Forms	Electronic Forms and Waiver Submission
FSL	FSL - Forms and Surveys List
HRMS	Human Resources Management System
Learning Management System	Learning Management System

## Accessing the Business Advisory Council Survey

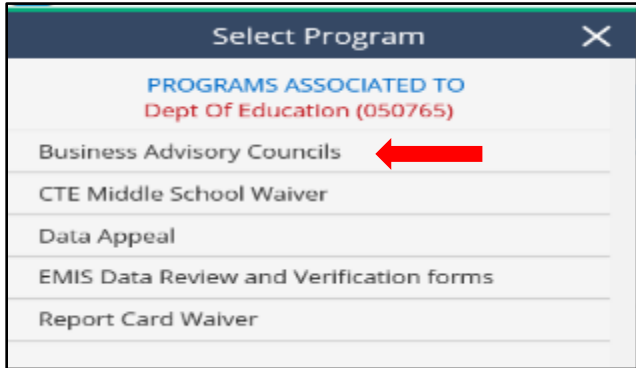
1. The Forms link will open on the **Forms Dashboard**. There is a link to a YouTube video in the upper right corner of the screen that provides an overview of the dashboard features.






2. The **Select Program** on the upper left side of the screen provides quick access to the programs available based on the user's OEDS role(s).



- Click on the **Business Advisory Councils** link. If you do not see Business Advisory Councils, you likely do not have the proper role assigned within OEDS. Please see your OEDS administrator.



- Click on the **magnifying glass** icon under the **Details** heading to access the school district's Business Advisory Council survey.

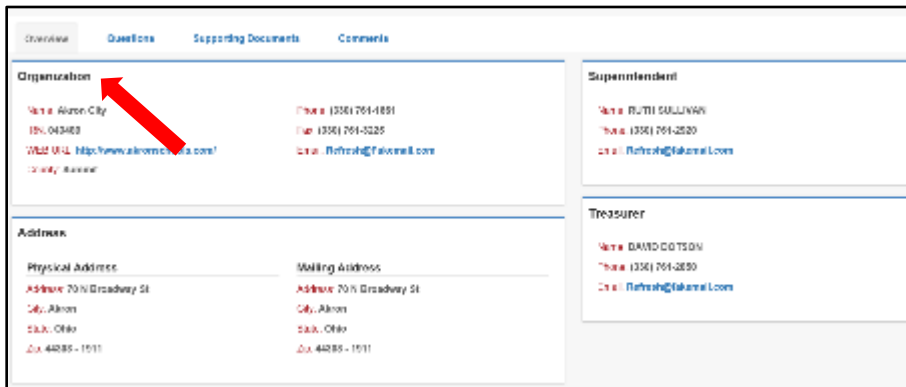
PROGRAM ID	DEPT NAME	TYPE	STATUS	START DATE	END DATE	DETAILS
Business Advisory Councils 2019	Alton City	2019				
Business Advisory Councils 2018	Alton City	2018				
Business Advisory Councils 2017	Alton City	2017				

## Completing the Business Advisory Council Survey

The following instructions outline how the user will complete the survey. Further guidance and additional support on the use of this tool is available by contacting the Career Connections team at [CareerConnections@education.ohio.gov](mailto:CareerConnections@education.ohio.gov).

### Overview



- The home page of the survey is the **OVERVIEW**. It provides the name of the organization, physical address, mailing address and Superintendent's contact information. Users can navigate each portion of the survey by navigating the adjacent tabs.



## Questions

The **QUESTIONS** tab displays the completion status, the sections, and questions for the Business Advisory Council survey.

1. On the **QUESTIONS** tab, click on the Start button if the Completion Status does not already indicate “In-Progress” or “Started”.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2019 Business Advisory Councils	05/16/2018	05/16/2018	In Progress		

2. In the **QUESTIONS** section, there are four questions the user must answer.

### Questions

Section : Business Advisory Council Question Count : 4

>> Question 1

3. Using the scroll bar on the right to scroll, the user will scroll down to answer the four questions. The user must ensure to answer the questions using the response radial button provided either to the left or below the question as indicated by the ovals.

### Questions

Section : Business Advisory Council Question Count : 4

>> Question 1

**Question 1**

Has the board of education of your school district or governing board of an Educational Service Center established a business advisory council?

Yes, not based on information established in local business advisory council

Yes, not based on information established in an agreement with an Educational Service Center whose business advisory council is representing the business of our district

No, we are an Educational Service Center with a local business advisory council.

No, not

>> Question 2

**Question 2**

Does your plan address how the business advisory council will address the board on

the development of employment skills and the development of strategies to build these skills?

Yes  No

4. After answering Question 4, the user will use the “**Add Doc**” button to upload the district’s Business Advisory Council Plan.




Question 4



Review QRC 914 201 (R)

\*\* The Revised Code requires each business advisory council and the board of education or governing board of an Educational Service Center to file its plan with the department of education. Please upload your plan using the "Add Doc" button below.

x I have uploaded the plan

Yes  No

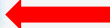
  

NAME	TYPE	DATE	REVIEW	VIEW	DELETE
AddressProofTestDoc.docx	Business Advisory Council Plan	5/18/2018	<input type="checkbox"/>		

5. When uploading the document make sure you select **Business Advisory Council Plan** from the Document Type dropdown.

Document Upload


Document Type



Select Document Type... 


- Please click on refresh button in previous page to see newly uploaded document(s)
- Under Document Type drop down list, select the document type you would like to have the documents(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB
- Only the following file extensions are accepted  
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xism, .xlsb, .png.

6. Once the user has completed answering the four questions and uploading the district’s Business Advisory Council Plan, click the **COMPLETE** button.

Sections

Business Advisory Council 

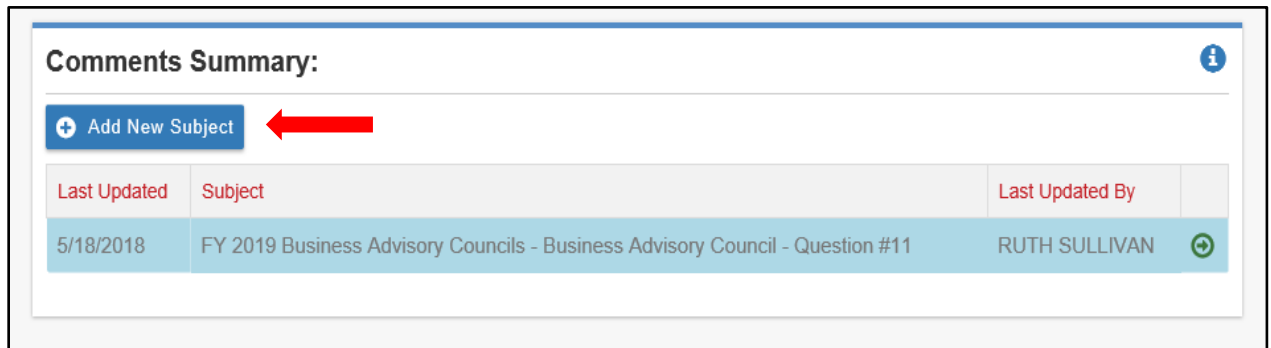
<  >



## Comments

The **COMMENTS** tab will facilitate communication between the district and the Department of Education regarding the submission of the Business Advisory Council Plan.

1. To create a new message, in the **Comments Summary** section, click the Add New Subject button.

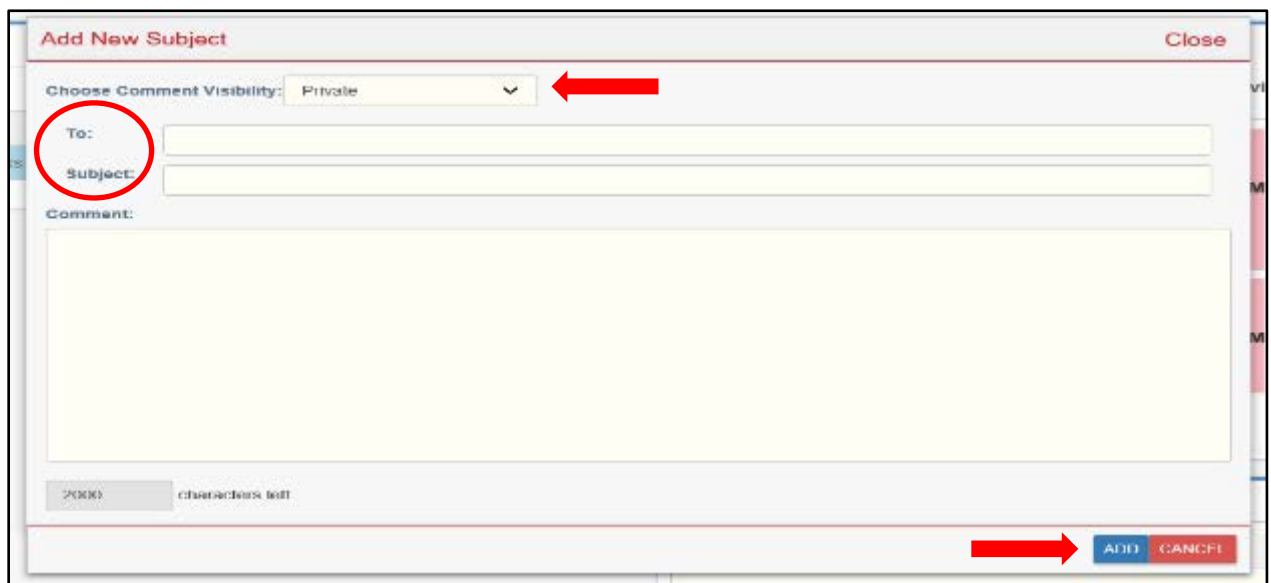


**Comments Summary:**

[+ Add New Subject](#)

Last Updated	Subject	Last Updated By
5/18/2018	FY 2019 Business Advisory Councils - Business Advisory Council - Question #11	RUTH SULLIVAN

2. Please choose if the message is Private, Public, or ODE Only in the drop down; identify intended recipient in the "To" by email address, and be sure to include a Subject so the content of the message is clear. Once drafted, select the Add button to save the message.



**Add New Subject** Close

Choose Comment Visibility: Private

To:

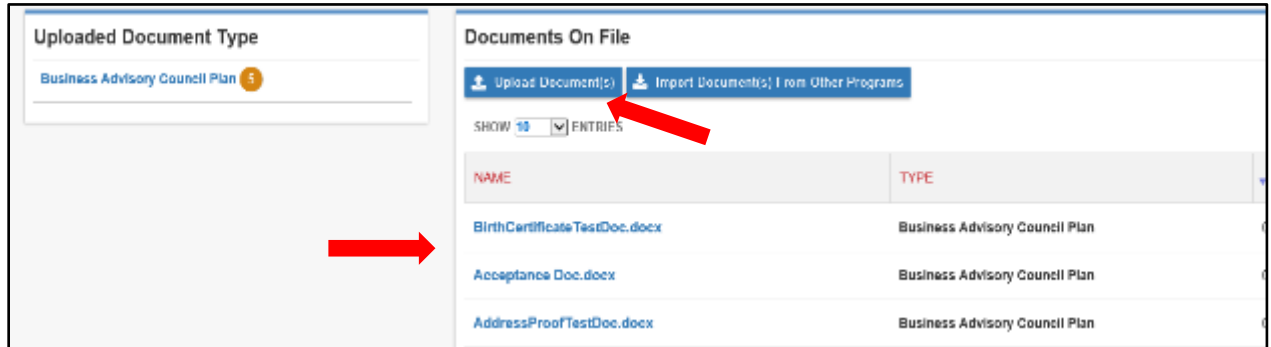
Subject:

Comment:

2000 characters left

## Supporting Documents

1. On the supporting document tab, the user can view all the documents submitted or to upload additional documents.



The screenshot displays a user interface for managing supporting documents. On the left, a panel titled 'Uploaded Document Type' shows 'Business Advisory Council Plan' with a notification icon. The main area is titled 'Documents On File' and includes buttons for 'Upload Document(s)' and 'Import Document(s) from Other Programs'. Below these is a 'SHOW 10 ENTRIES' dropdown. A table lists three documents, all of type 'Business Advisory Council Plan'. Red arrows highlight the 'Upload Document(s)' button and the left sidebar.

NAME	TYPE
<a href="#">BirthCertificateTestDoc.docx</a>	Business Advisory Council Plan
<a href="#">Acceptance Doc.docx</a>	Business Advisory Council Plan
<a href="#">AddressProofTestDoc.docx</a>	Business Advisory Council Plan