BUSINESS ADVISORY COUNCILS IN OHIO SCHOOLS

ANNUAL PLAN SUBMISSION GUIDANCE DOCUMENT

Ohio | Department of Education

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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 2019 – 2020 (FY20) school year, ODE will coordinate the submission of these plans annually through the Data Submission Forms application located within the OH|ID web portal. The department has requested all annual plans be submitted not later than September 30th.

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

Those districts that that have entered into an agreement under section 3313.843 or 3313.845 of the Revised Code to receive any services from an ESC, and have agreed the ESC's business advisory council will represent the business of the district, **do not** need to upload a separate plan. The ESC submission of its plan is sufficient to meet the requirement.

Please note: Although districts supported by an ESC's business advisory council are not required to upload a separate plan, the Department is asking those districts to answer questions within the Data Submissions Forms application identifying their supporting ESC.

Accessing the Data Submission Forms Application

The Ohio Department of Education uses the Data Submission Forms application to complete the Business Advisory Council Plan collection process. Users access the system through the OH|ID web portal.

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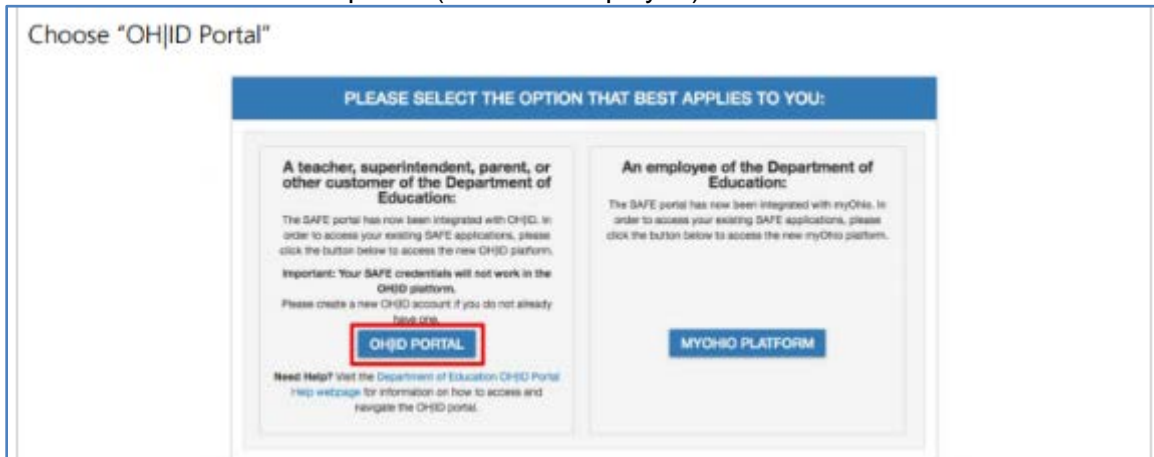- Superintendent
- Superintendent Designee

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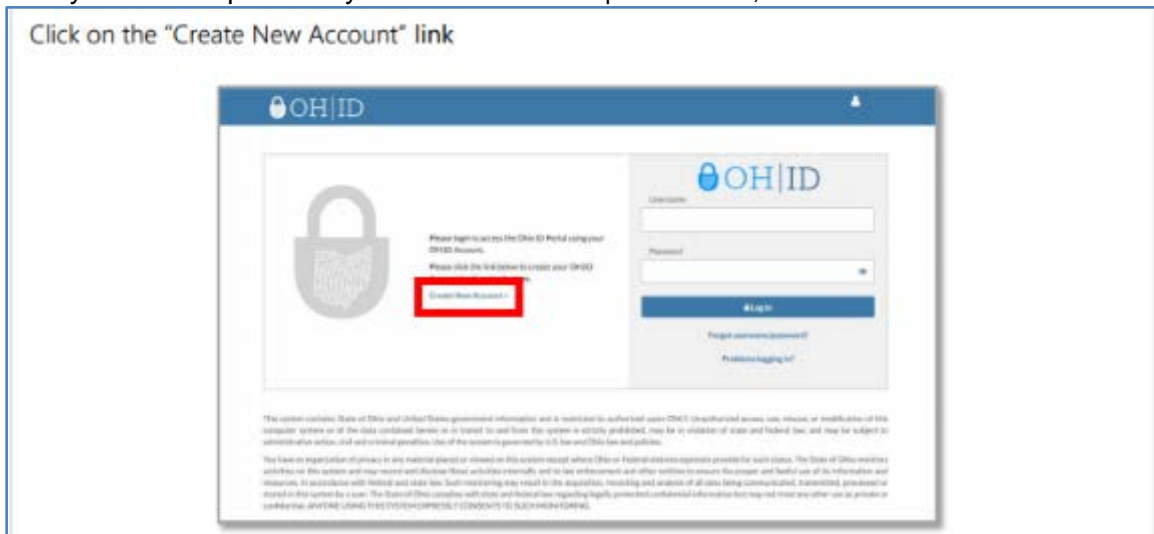
Creating a new OH|ID

1. Log into the Department of Education

Navigate to http://education.ohio.gov, click the **"Login"** link at the top of the education.ohio.gov

2. Choose all other user options (not ODE employee).

Choose "OH|ID Portal"

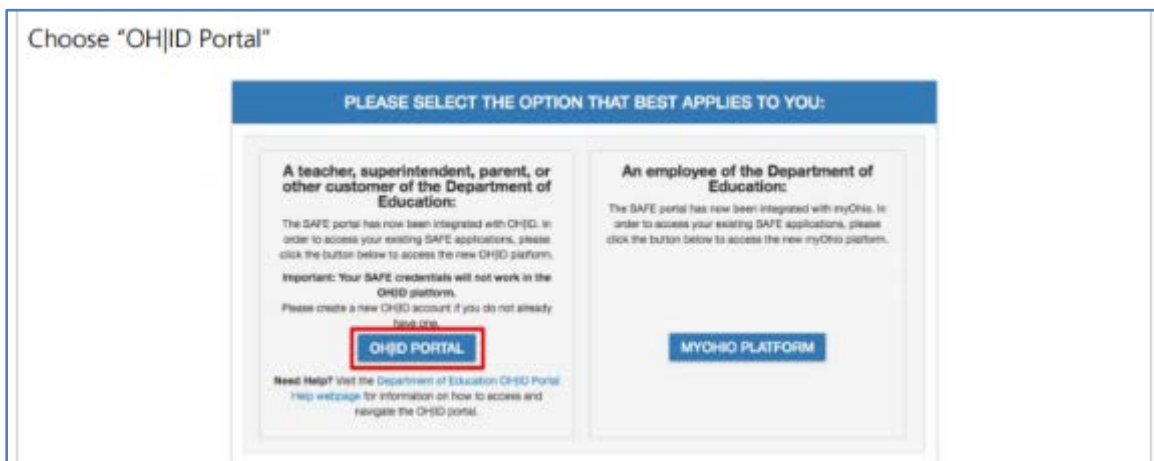3. If you haven't previously created a new OH|ID account, do so now.

Click on the "Create New Account" link

4. After clicking creating a new account, complete the OH|ID Profile and Security Information.

Logging in with OH|ID

1. Log into the Department of Education

Navigate to http://education.ohio.gov, click the **"Login"** link at the top of the education.ohio.gov

2. Choose all other user options (not ODE employee).

Choose "OH|ID Portal"

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

3. Login with newly created / or existing OH|ID username and password

Enter newly created OH|ID username and password and click "Log In"

Figure 7 OH|ID Homepage

Setting up Department of Education Profile

If you haven't previously created an ODE profile through the old SAFE process, you will need to do so now by following this process. If you have previously had a SAFE account, this process should automatically link your previous ODE profile.

Note: You must have an ODE profile prior to accessing or attempting to access the Data Submission Forms application.

1. Follow the login process identified under the heading "Logging in with OH|ID".

2. Select Department of Education Profile Setup button under Available Apps
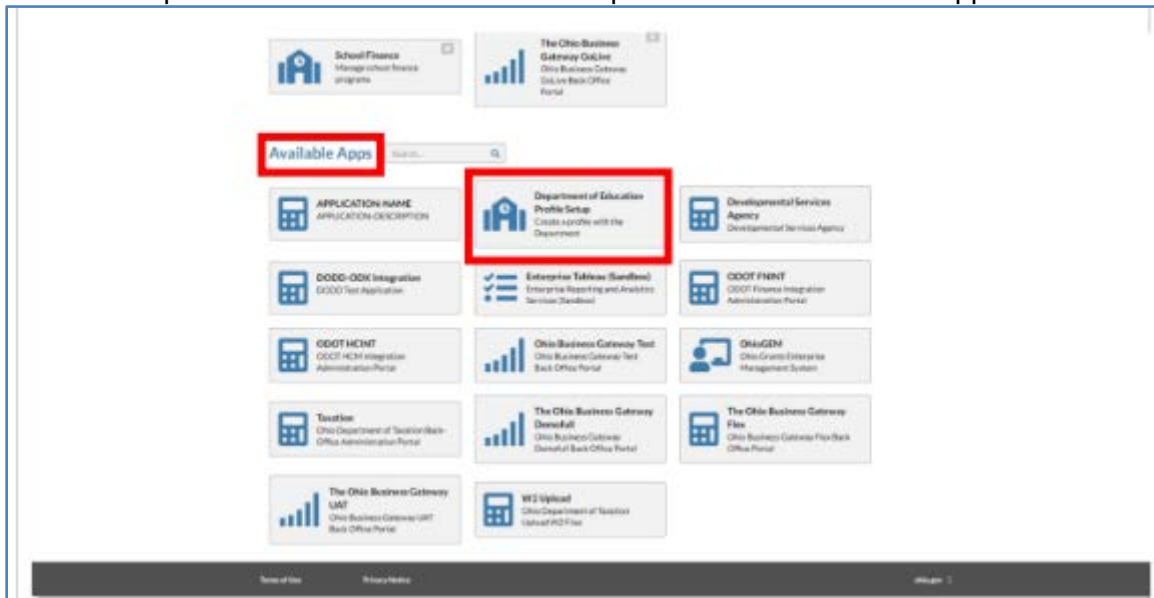
3. Accept Terms and Conditions and Verify SSN; click "Request Access"

Department of Education Profile Setup

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

In order to proceed with this request, you must provide the following approval.

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

☑ I Agree

Verify the last four digits of your SSN: 1111

If you do not have an SSN/ITIN, please enter 0000 to proceed.

Request Access

4. After requesting access, you'll receive a notification. Return to Applications.

Click on the "Return to Applications" button

OH|ID BUSINESS

Home   User Account Management ⌄   Help Center ⌄

Request Application Access

Your request for **Department of Education Profile Setup** has been submitted. You will receive a confirmation email.

Return to Applications

5. Return to Department of Education Profile Setup
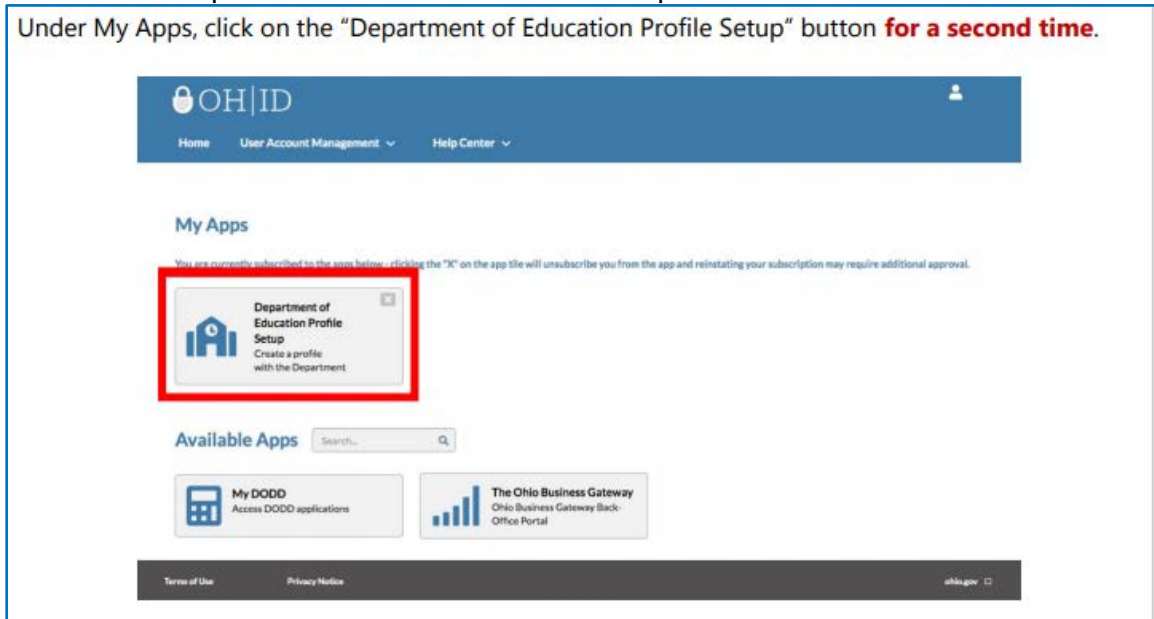
6. If an ODE profile is found, click on "View Applications" to view available ODE applications; skip to step 1 under the Access to ODE applications heading below. If an ODE profile is **NOT** found go to next step.
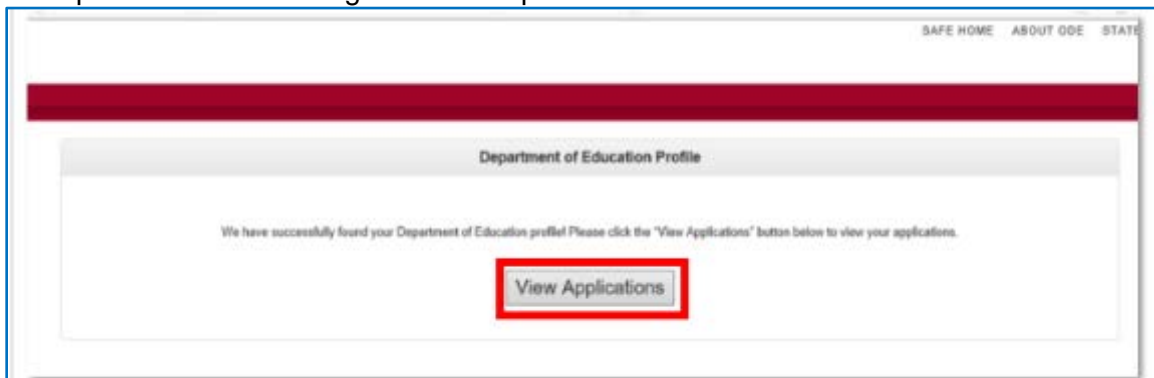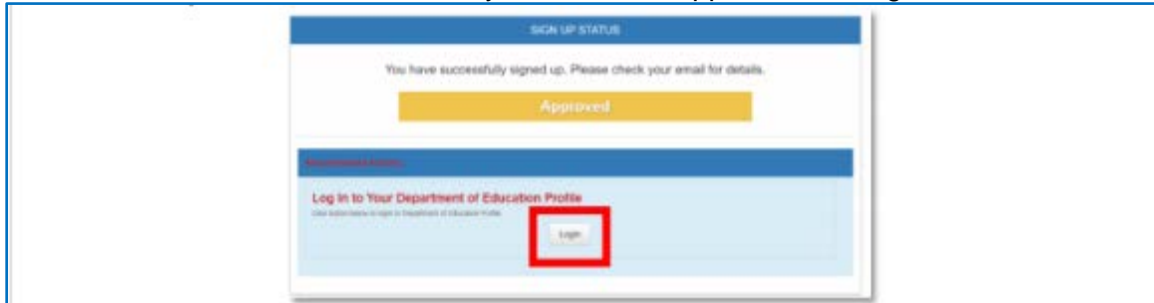

7. If an ODE profile was not found, click on "Create Profile".
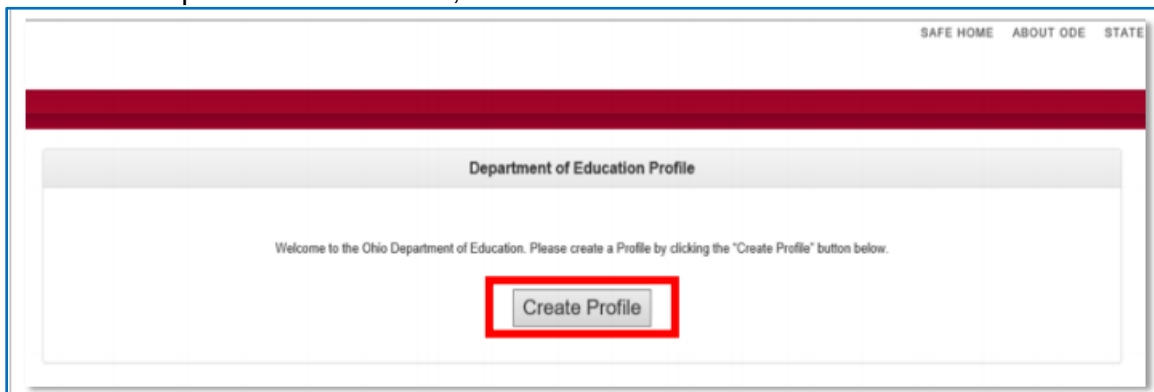
8. Once you select Create a Profile, follow the directions to complete the profile creation process.

9. If all information is entered correctly and verified, approval will be granted.

10. Return to Login and sing in with your Username and Password:

11. If information is entered incorrectly and/or cannot be verified, approval will not be granted. A member of the ODE support team will contact you if information requires verification.
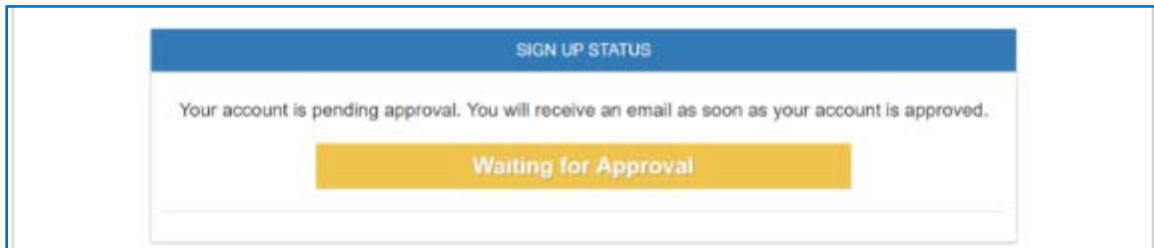
Access to ODE Applications

1. Once logged in with an approved profile, you will see the applications within OH|ID that you have permissions to access. If you previously had access to FORMS through SAFE, the Data Submission Forms tile should appear below. Click it and move to section: Accessing the Business Advisory Council Survey.

If you didn't have previous access, move to step 2 in this section.
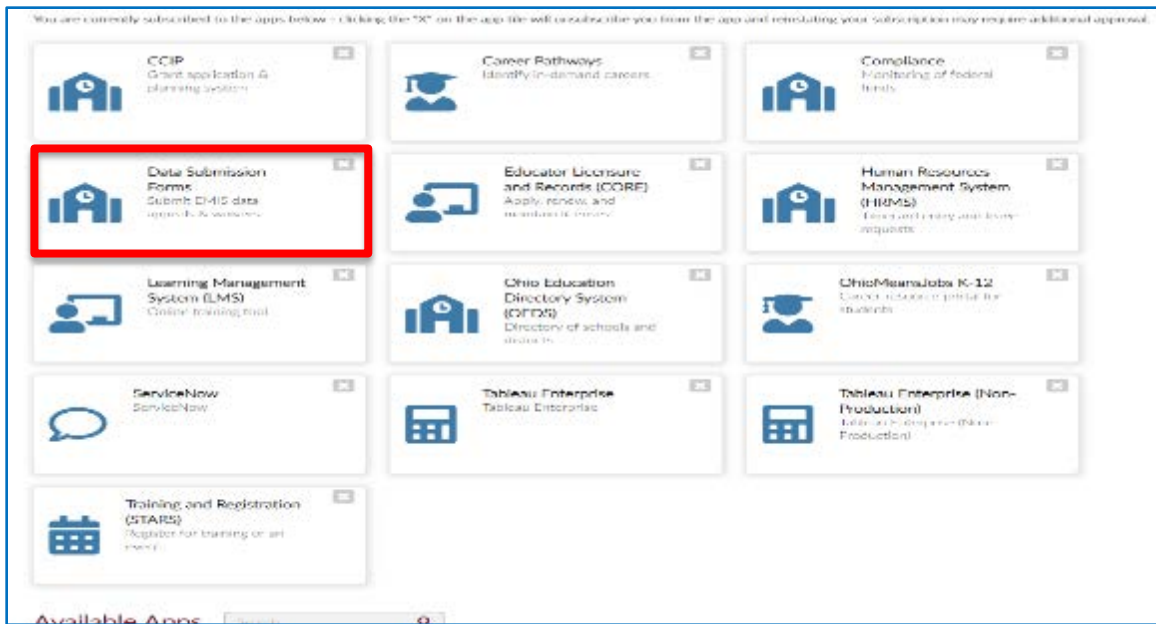
2. Locate the Available Apps section if you have not accessed the Data Submission Forms tile before.

The next section of the OH|ID homepage is the *Available Apps* section. This section houses tiles for applications that you are able to access to but have not yet configured. To request access to an application, click on the tile for the application you wish to access.

Additionally, you can utilize the Search bar to filter the tiles in the *Available Apps* section.

Please note that the following steps show the application set up for a representative example application and may not reflect the title or exact process of the application you wish to access.
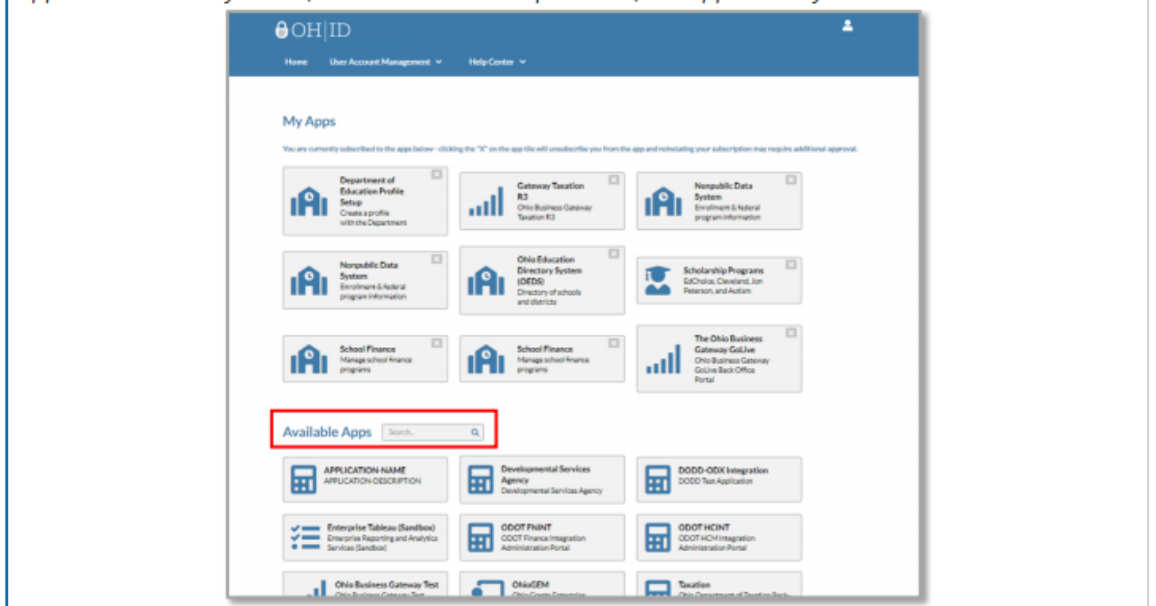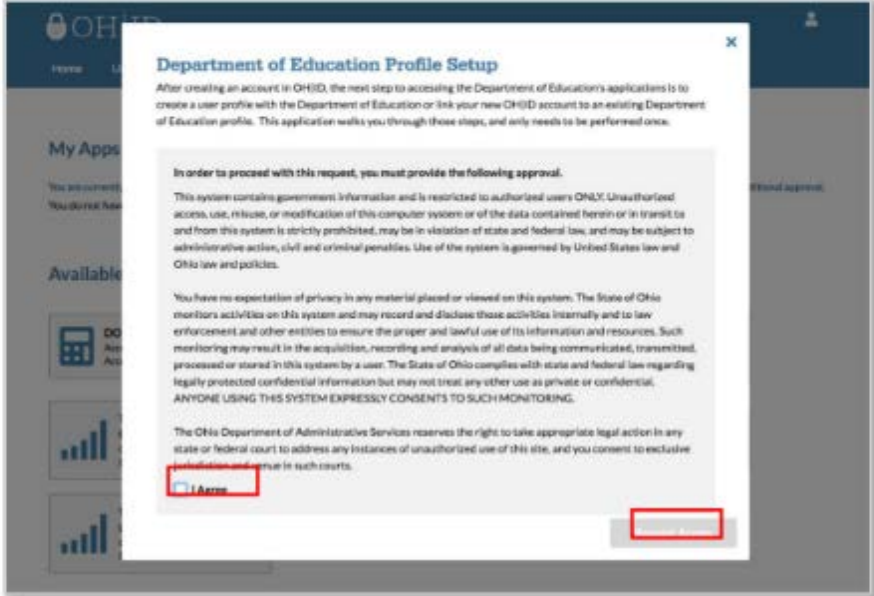
3. Find the Data Submission Forms tile under the available apps and select it; follow instructions.

After you click on the tile, the terms and conditions for the application will pop up.

Once you have scrolled to the bottom of the pop up, click the box next to "I Agree." A checkmark will appear indicating you have accepted the terms and conditions.

After accepting the terms and conditions, click the "Request Access" button to request access to the application.

Accessing the Business Advisory Council Survey

1. Log-in through the OH|ID portal and select the Data Submission Forms time from My Apps.

2. The Data Submission Forms tile 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. Additionally, each tile has an instruction button identified by the letter "i" highlighed in a blue circle.

3. 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).

4. 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.
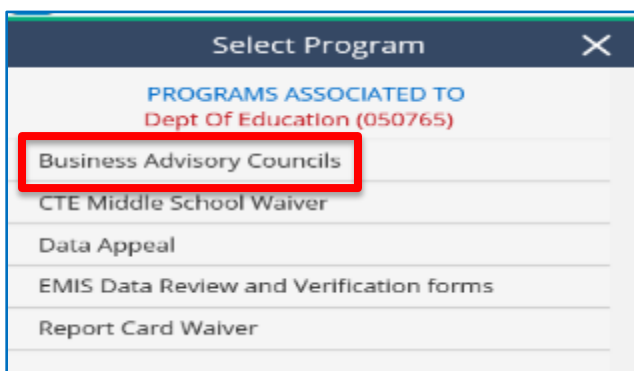
5. The User may need to scroll down to the bottom of the screen to see district information. Click on **the magnifying glass** 🔍 icon under the **Details** heading to access the school district's Business Advisory Council survey.

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.

Overview

1. 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. This tab is where the user will answer questions regarding the plan and upload into the system.

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

2. In the **QUESTIONS** section, there are three questions; the user must answer two of the three.

   a. If you are a district not supported by an ESC, answer questions 1 and 2.
   b. If you are a district supported by an ESC, answer questions 1 and 3.
   c. If you are an ESC, answer questions 1 and 2.

3. Using the scroll bar on the right to scroll; the user will scroll down to answer the appropriate questions. The user must ensure to answer the questions using the response button provided either to the left or below the question as indicated by the button (checkmark, or radial yes/no).

4. For districts and ESCs submitting Business Advisory Council plans, after answering Question 2, the user will use the "**Add Doc**" button to upload the district's Business Advisory Council Plan.
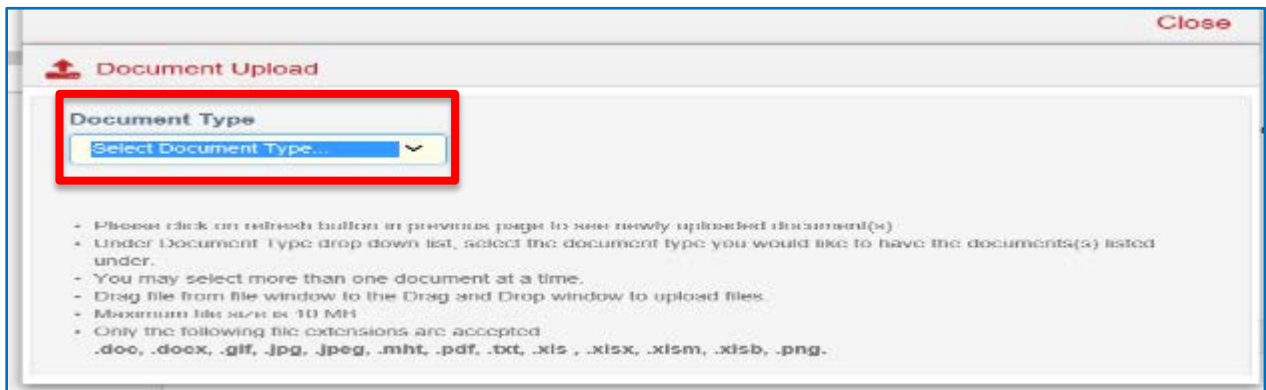
5. When uploading the document make sure you select **Business Advisory Council Plan** from the Document Type dropdown.
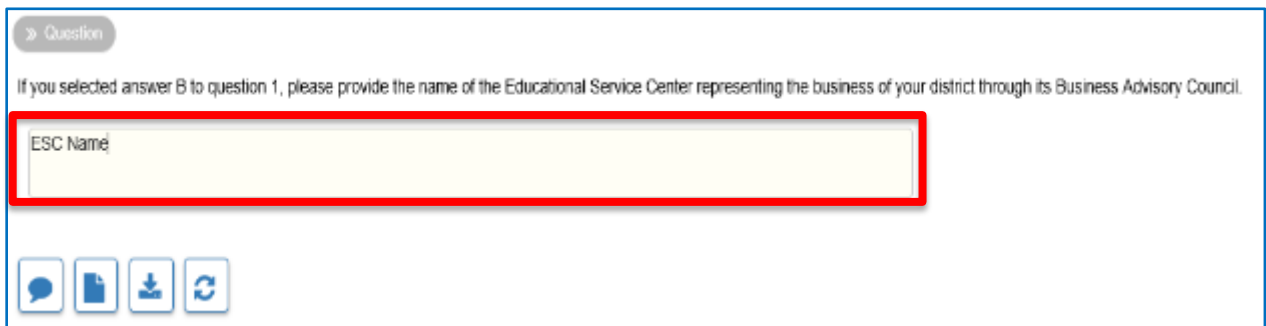
6. If you are a district that has entered into an agreement under section 3313.843 or 3313.845 of the Revised Code to receive any services from an educational service center you are not required to upload a separate plan if the school district and educational service center agree that the educational service center's council will represent the business of the district. However, you still need to identify the supporting ESC in question 3.
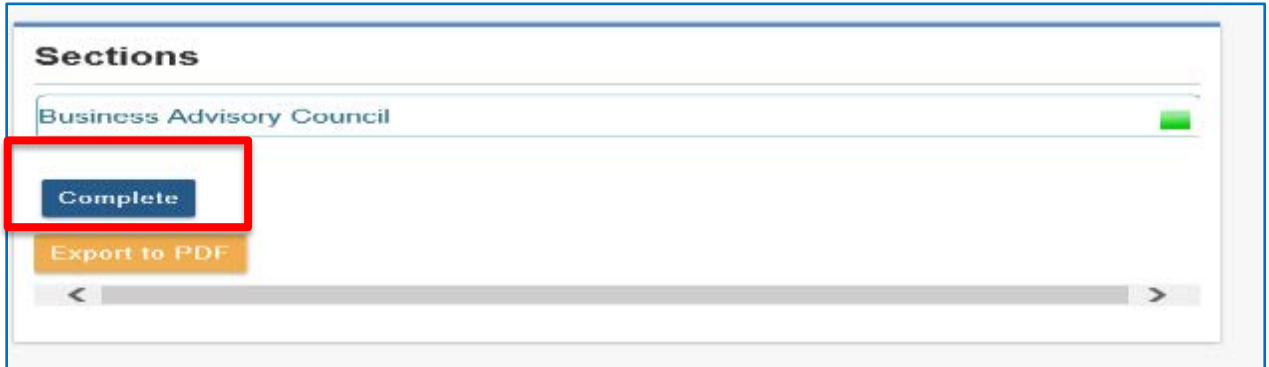
7. Once the user has completed answering the required questions and, if necessary, uploading the Business Advisory Council Plan, click the **COMPLETE** button.


Comments

The **COMMENTS** tab will facilitate communication between the district/ESC 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.
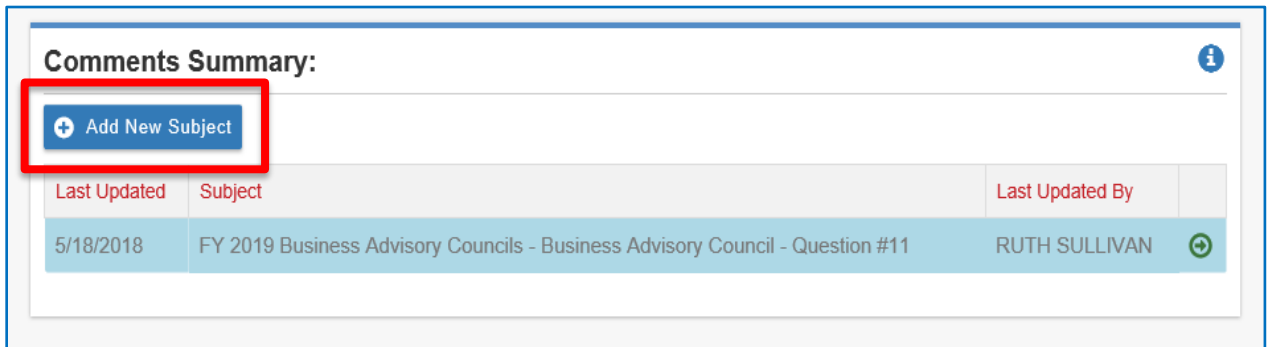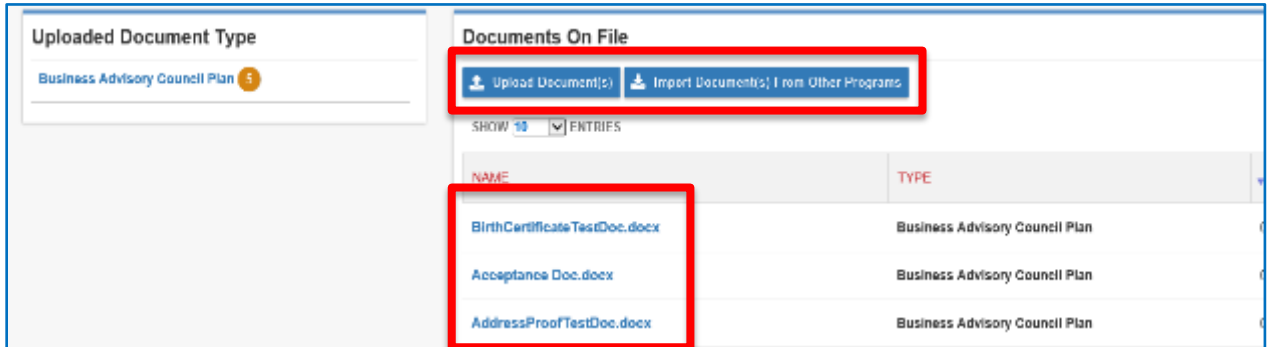

2. Please choose if the message is Private, Public, or ODE Only in the drop down; identify intended recipient in the "To" by email address, and be sure to include a Subject so the content of the message is clear. Once drafted, select the Add button to save the message.
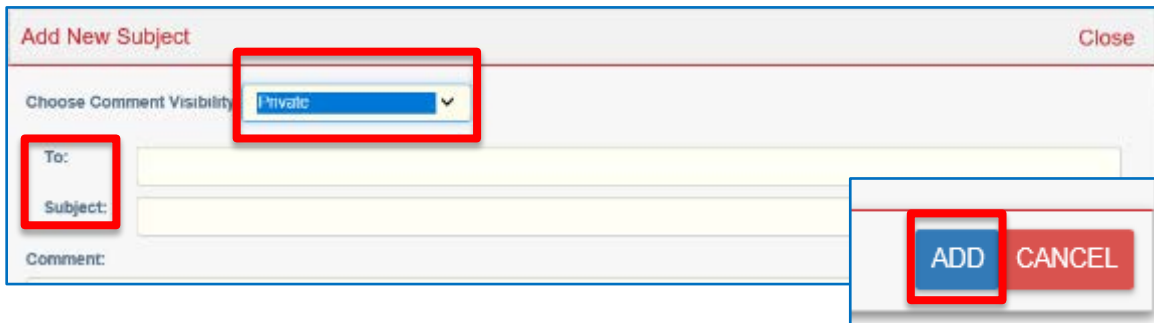
Supporting Documents

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