



Completing the QIP Template

Office of Community Schools

December 14, 2017

QIP: ORC 3314.016(B)(7)(b)(i)

Entities that receive an overall rating of "ineffective" shall be prohibited from sponsoring any new or additional community schools during the time in which the sponsor is rated as "ineffective" and shall be subject to a quality improvement plan based on correcting the deficiencies that led to the "ineffective" rating, with timelines and benchmarks that have been established by the department.

Purpose of the Quality Improvement Plan

Help sponsors to improve on sponsoring practices for which they are found to be lacking or deficient

Changes to the Current QIP Template

- Template now specifies that improvement goals must be S.M.A.R.T. goals
- “Strategy” has its own column and is separate from action steps
- “Action Steps” broken out over two columns (Year 1 and Year 2)

Sponsors Rated Ineffective for Two Consecutive Years

- Must create a new QIP based on deficiencies cited on 2016-2017 sponsor evaluation
- Must use the new QIP template

Column A: Plan Line Number

- Enter each item on the plan in consecutive order with a number
- For first item, enter “1,” for second item, enter “2,” etc.

Column B: Performance Component

- Enter “Academic,” “Compliance” or “Quality” to indicate what performance component you are about to enter
- Only one of the three words above should be in this column
- No other information should be in this column

Column C: Performance Measure/Standard

- Enter the name of the applicable performance measure
- Example: For academic, could be name of the specific performance measure (e.g., “Progress,” “4-Year Graduation Rating,” “High School Test Passage Rate,” etc.)
- Example: For quality, could be “B.04-Reviewer Expertise”

Column C: Performance Measure/Standard

- Examples for compliance:
 - Item S-601
 - Item 174
 - “Compliance items- sponsor”
 - “Compliance items- school”
 - “239, 244, 269, 272, 307”

Column D: Exemplary Standard

- This column is for quality standards only
- Enter the exemplary standard for the quality standard listed in Column C
- Exemplary standard = 4-Point Requirements

Column D: Exemplary Standard

- If 4-Point Requirements are cumulative (i.e., state “3-Point Requirements –and–”) then sponsor must enter the requirements for the previous point requirements
- Example: A.01 (Mission and Strategic Plan)
 - Requirements for 4 Points start with the 2-Point Requirements, so sponsor must enter requirements for 2-Point, 3-Point and 4-Point Requirements to show the full Exemplary standard

Column D: Exemplary Standard

- Do not enter the words “3-Point Requirements – and–” or “2-Point Requirements –and–” or “1-Point Requirements –and–” on the QIP. Just enter the text that precedes or follows those statements if the 4-Point Requirements are cumulative.

Column E: S.M.A.R.T. Improvement Goal

- Enter improvement goal for the listed performance measure or standard
- Goals must be S.M.A.R.T.
 - S= Specific
 - M= Measurable
 - A= Attainable
 - R= Relevant/Realistic
 - T= Time-Bound

Column E: S.M.A.R.T. Improvement Goal

- Examples for Quality
 - By May 2018, we will improve our rating for Standard A.04 (Conflicts of Interest) by one rating level annually as measured by the sponsor evaluation.
 - By June 2019, Dexter City SD's rating on Standard D.05 (Performance Monitoring) will increase from Ineffective to Exemplary as measured by its evaluation tool designed to align with national quality sponsoring practices

Column E: S.M.A.R.T. Improvement Goal

- Examples for Compliance
 - By June 2018, Sponsor A will receive a rating of “Compliant” for all non-compliant items as measured with its self-evaluation tool and the quality practices rubric
 - By February 2019, we will ensure that our sponsored schools are compliant with all applicable laws and rules, especially in those areas for which they were deemed to be non-compliant, as measured by the compliance evaluation tool

Column E: S.M.A.R.T. Improvement Goal

- Examples for Academic
 - By June 30, 2018, the sponsor will increase its academic rating from C to A as measured by the Ohio State Report Card and the sponsor evaluation
 - The sponsor's school will receive a rating of Exceeds Standards in the areas of "Gap Closing" and "Progress" on its 2018-2019 DOPR Report Card

Column F: Strategy

- Enter the strategy to be used to meet the stated improvement goal
- Strategies are different from action steps
- Examples:
 - Amend the application review process to include reviewers with expertise in ELL and school facilities

Column F: Strategy

- Examples:
 - Increase communication with our sponsored school
 - Develop a self-evaluation tool that aligns with our sponsoring practices
 - Ensure that the roles and responsibilities are understood by both the sponsor and the school

Columns G and H: Action Steps (By Year)

- Sponsor must enter the action steps it will take to meet the stated improvement goal
- Action steps = operationalizing the strategy
- Enter action steps that will take place by June 30, 2018 in the Year 1 column
- Enter action steps that will take place between July 1, 2018 and June 30, 2019 in the Year 2 column

Columns G and H: Action Steps (By Year)

- The majority of the action steps must take place by June 30, 2018
- Must include timeline with each action step

Columns G and H: Action Steps (By Year)

- Example:
 - Strategy: Sponsor will strengthen its site visit reports to include both areas of deficiency and areas of improvement
 - Action Step 1: By January 25, 2018, sponsor staff will meet and design an updated report template
 - Action Step 2: Sponsor will present the updated report template to its board at its meeting on February 12, 2018

Columns G and H: Action Steps (By Year)

- Example:
 - Action Step 3: Sponsor staff will make final edits to the report template by February 27, 2018
 - Action Step 4: Sponsor will begin using the report template during site visits in March 2018

Columns G and H: Action Steps (By Year)

- Example:
 - Strategy: Conduct an in-depth analysis of sponsoring expenditures and revenue
 - Action Step 1: Hold an initial meeting to discuss allocation of resources as it pertains to sponsoring responsibilities by March 20, 2018
 - Action Step 2: Analyze both the overall budget and the sponsor budget (if different) and write up findings by May 2018

Columns G and H: Action Steps (By Year)

- Example:
 - More action steps needed?
 - More time needed? May need to enter additional action steps under Year 2

Column I: Person(s) Responsible

- Enter the name and/or role of the person(s) responsible for meeting the stated improvement goal
- Note: Primary person responsible cannot be a school staff member. Must be someone who works for or on behalf of the sponsor.

Column J: Estimated Date of Completion

- Enter the estimated date on which the stated improvement goal will be met
- Dates and timelines must be realistic and based on sponsor's capacity to carry out the strategies and action steps needed to realize the improvement goals

Column K: Documentation/Evidence of Completion

- Describe the documentation that will be used as evidence of completing the stated improvement goal and individual action steps
- Documentation needed depends on the improvement goal and action steps
- How can the sponsor show that it has done what it said it would do?

Column K: Documentation/Evidence of Completion

- Sponsors are not required to provide documented evidence with their QIP
- Sponsors just need to indicate which documents have been developed/are being developed to support the improvement goal listed

Columns L and M: Progress Reports (March 2018 and May 2018)

- March 2018: Describe the progress made toward meeting the stated improvement goal as of March 30, 2018.
- May 2018: Describe the progress made toward meeting the stated improvement goal as of May 31, 2018
- Progress reports must be uploaded into Epicenter under the designated submission type by specified deadlines

Remember

- Must use the QIP template provided by the Department. Do not edit or change the fields.
- Contact the Office of Community Schools if you have questions about the QIP
- Be as specific as you can on your QIP

QIP Timeline

- **January 22, 2018:** QIPs due
 - Must be uploaded into Epicenter using the submission type titled “Sponsor Improvement Plan”
- **January 23 – February 2, 2018:** Department review of QIPs
- **February 5, 2018:** QIP notification to sponsors

A close-up photograph of a hand pointing at a tablet screen. The hand is in the foreground, with the index finger pointing towards the screen. The background is a blurred tablet screen. A blue light overlay is present across the entire image, creating a soft, ethereal glow. The word "Questions?" is written in white, bold, sans-serif font in the center of the image.

Questions?

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