



Quality Review

2016-2017 Sponsor Evaluations Document Submission

The Office of Community Schools · March 2017

2016-17 Evaluation Document Submission

General Guidelines:

- All documents must be uploaded into Epicenter
- Required submission types will be listed in each sponsor's task queue

*A submission type is the title given to a request for documentation within the Department's online platform, Epicenter.

2016-17 Evaluation Document Submission

Document submission windows:

- Academic Performance: None
- Quality Practice: February 3 – April 30
- Compliance: February 3 – June 30

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Accessing Epicenter

Tasks

- 1 Due in Next 7 Days
- 33 Total in Queue
- 33 Are New

Operating Type

- 1 Community School
- 1 Sponsor

School Status

- 1 Operating
- 1 Sponsor Compliance Review

Sponsor Status

- 1 Operating
- 1 Quality Review
- 1 Compliance Review
- 1 Improvement

Sponsors

- 2 Dexter City

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Organization: Office of Quality School Choice Reports

 SCHOOL CENTER  DOCUMENT CENTER

 COMPLIANCE CENTER

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submission type name or filename

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Upload Submission



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or contact Epicenter Support
at 855-889-1624**

2016-17 Document Submission

Improvements to Epicenter

- Sponsors can “Add,” “Remove” or “Replace” a file within a submission type **BEFORE** the submission deadline

2016-17 Document Submission

How to Replace a File

Submission

Board: Hope Academy
Submission Type: Board Meeting Approved Minutes
Status: Approval Pending
Notes:
Board Meeting Date: 2016-10-13
School Year: 2016-2017

Files:

- [Board Meeting Approved Minutes.pdf](#)  
- Board Meeting Approved Minutes 10-13-16.pdf

Add

Replace (with arrow pointing to the replace icon)

Remove (with arrow pointing to the remove icon)

Add (with arrow pointing to the Add File... button)

2016-17 Document Submission

Improvements to Epicenter

- Sponsor documents are stored in a bank, so sponsors can also select previously uploaded documents within the system

2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 1: Select **Previously Uploaded File**

Submission

Board Meeting Date: 

School Year: 2016-2017

Acceptable File Formats: Adobe Acrobat(pdf)

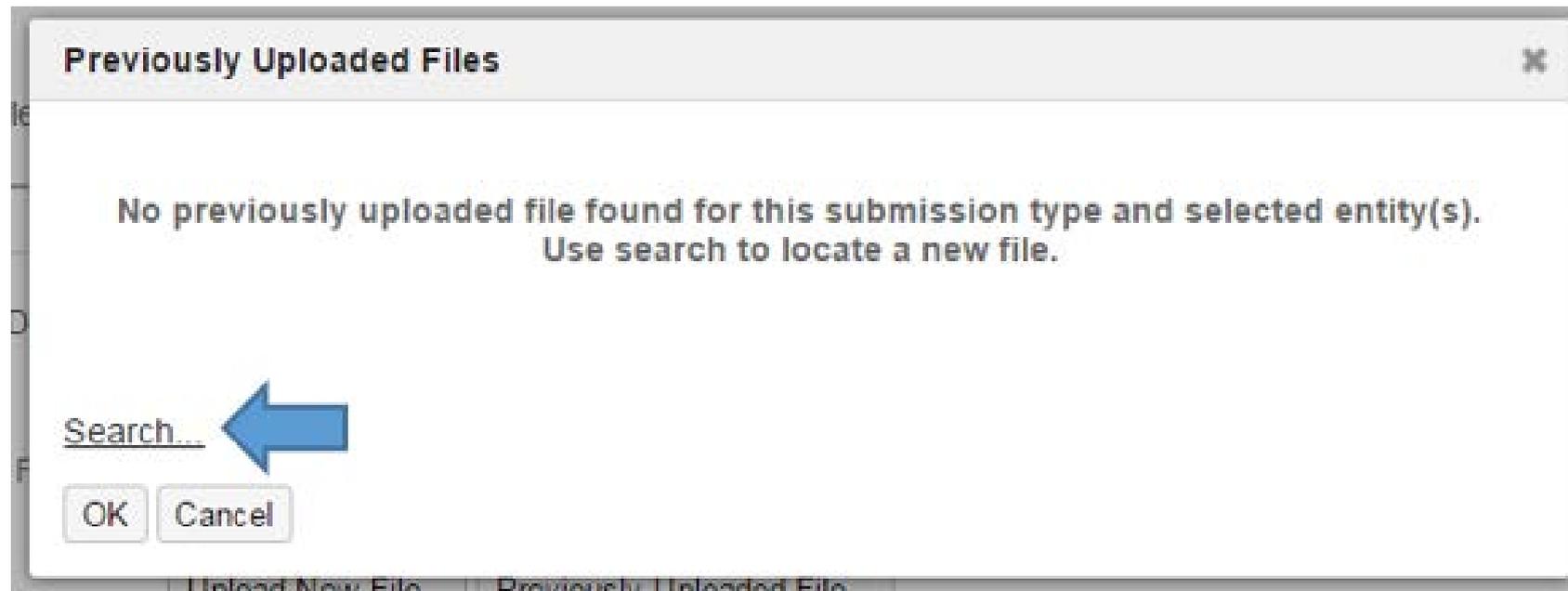
Files: 

Message to Reviewer/Approver:

2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 2: Select the **Search** link



2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 3: Search for your Submission using the [Advanced Search](#) link

Home > Document Center Help Reports

Previously Uploaded Files

Enter a submission type name or filename in the box below and click the Search button.
If your search requires more detail, click the [Advanced Search](#) link to access Epicenter's advanced view.

Search [Advanced Search](#) 

[Key Submissions](#)

2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 4: Select the Submission and choose the **Reuse** button

Submission

School: Hope Academy
Status: Approved
Notes:
Board Meeting Date: 4/4/2015
School Year: 2015-2016
Files:
[2015-04-04 Food Allergy Policy.pdf](#) ↔ ×
Board Meeting Agenda.pdf

Add File...

Edit... Delete Reuse... ←

2016-17 Document Submission – Quality Component

2016-17 Quality Document Submission

Improvements to Submission Types

- **ONE** submission type per standard
- Does not limit the number or type of documents submitted for each standard
- Sponsors determine which documents to upload
 - More control over what is being evaluated

2016-17 Quality Document Submission

Example:

2015-16 Submission Type	2016-17 Submission Type
6. Organizational Chart 7. Staff/Board Resumes	A.05 – Staff Expertise*

* Sponsors can upload any document it deems relevant to the standard.

2016-17 Quality Document Submission

Improvements to Submission Types

- Sponsors must upload **ALL** documents it wants the evaluation team to consider for each individual standard
 - This is true **even if** a document was uploaded for an earlier submission type

2016-17 Quality Document Submission Guidance

Example:

A. Commitment and Capacity		
Quality Rubric Standard	Examples of Relevant Documents	Examples of Unacceptable Documents
A.01 – Mission and Strategic Plan <i>The sponsor has a clear mission and a strategic plan for sponsoring community schools.</i>	<ul style="list-style-type: none"> - Website screenshot with sponsoring mission - Sponsor’s strategic plan 	<ul style="list-style-type: none"> - School’s mission statement - School’s strategic plan
A.02 – Goals and Self-Evaluation <i>The sponsor uses a defined improvement process to evaluate its work and to implement strategic actions based on the findings.</i>	<ul style="list-style-type: none"> - Template for sponsor’s improvement process - Minutes from meetings pertaining to use of improvement process and/or self-evaluation (with dates) - Evidence of creation and completion of action steps resulting from the improvement process 	<ul style="list-style-type: none"> - School-level improvement plan
A.03 – Roles and Responsibilities <i>The sponsor provides guidance and offers training to assist schools in understanding the roles and responsibilities outlined in the contract.</i>	<ul style="list-style-type: none"> - Guidance document that defines sponsor and school roles and responsibilities - Emails clarifying the roles and responsibilities of each party - Certification forms from the school indicating staff members understand each party’s roles and responsibilities - Attendance sheets, presentation materials, etc. from a sponsor-led training on roles and responsibilities 	<ul style="list-style-type: none"> - School staff job descriptions

2016-17 Quality Document Submission Guidance

- Sponsors should still review the Quality rubric carefully before uploading documents
- Examples and non-examples are meant as a guide only
 - Do **NOT** guarantee a specific rating
 - Are **NOT** intended to be comprehensive or prescriptive

2016-17 Quality Document Submission

- If a document evidences sponsor action, be sure the date of that action falls within the review year
 - July 1, 2016 through June 30, 2017
- ALL submitted documents should evidence **sponsor** action, **NOT** school action

Document Requirements

2016-17 Quality Document Submission

How many examples are required?

For specified standards:

- Evaluators will randomly select a list of each sponsor's schools for document submission
 - The selection reflects the range of the sponsor's portfolio of schools
 - e.g. site-based schools, e-schools, DOPR, etc.

2016-17 Quality Document Submission

How do I know which standards are specified?

- When sponsors are required to upload evidence for the selected list of schools, the standard indicates this through a note following the rubric

2016-17 Quality Document Submission

Example of a specified standard:

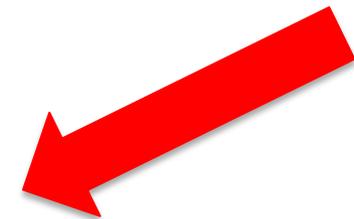
FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF SHARING PROFESSIONAL DEVELOPMENT OPPORTUNITIES WITH ITS SCHOOL(S) WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community schools once or twice per year</p> <p>–or–</p> <p>The sponsor mandates that its school(s) participate in specific professional development, beyond any training that is a requirement of the contract.</p>	<p>The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community school(s) three or more times per year.</p>	<p>2-Point Requirements –and–</p> <p>The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its school(s) according to a process.</p>	<p>3-Point Requirements –and–</p> <p>The sponsor submitted evidence that at least one of the professional development opportunities it shared and/or offered was specific to community schools</p> <p>–and–</p> <p>The sponsor submitted evidence of using the results of a needs assessment to determine which professional development opportunities it shares and/or offers.</p>

NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Note: The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor's practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.



2016-17 Quality Document Submission

Language of a specified standard:

Note: The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.

2016-17 Quality Document Submission

How do I know which standards are specified?

- If the standard does not contain this note, the sponsor is not required to upload evidence for a selected list of its schools

2016-17 Quality Document Submission

How many examples are required?

- Sponsors should carefully review the rubric to determine how many examples per school (or per other action) are needed to earn each rating

2016-17 Quality Document Submission

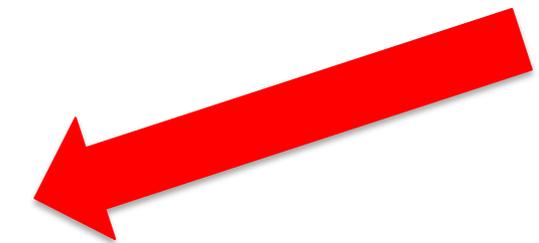
How many examples are required?

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF SHARING PROFESSIONAL DEVELOPMENT OPPORTUNITIES WITH ITS SCHOOL(S) WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

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NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Note: The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.



2016-17 Quality Document Submission

What about contracts?

- Evaluators will randomly select at least 10% of each sponsor's schools for contract review
 - The selection will reflect the range of the sponsor's portfolio of schools
 - e.g. site-based schools, e-schools, DOPR, etc.

2016-17 Quality Document Submission

What about contracts?

- Sponsors should **NOT** upload contracts for any standard
- Sponsors **SHOULD** ensure that the most recent contract, including all attachments and modifications, has been uploaded to Epicenter for each of its schools

2016-17 Quality Document Submission

What about contracts?

- The list of selected schools for contract review may be different from the list of schools selected for other rubric items

2016-17 Quality Document Submission

Will any additional documentation be considered?

- Evaluators may take the entire body of submitted documents into account to assess some standards
- The Department will provide evaluators with corroborating data for some standards

2016-17 Quality Document Submission

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE THAT IT IS AWARE OF ITS OBLIGATION TO INTERVENE IN ACCORDANCE WITH OHIO LAW WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
The sponsor's reviewed contract(s) state conditions that may trigger intervention according to statutorily required language.	<p>1-Point Requirements –and–</p> <p>The sponsor submitted evidence that it communicates, apart from statutory language, the conditions that may trigger intervention through the contract or separate guidance.</p> <p>-OR-</p> <p>1-Point Requirements –and–</p> <p>If there is evidence of a school contract violation and/or performance deficiency, the sponsor provides evidence of intervening.</p>	<p>2-Point Requirements –and–</p> <p>The sponsor submitted evidence that it communicates, apart from statutory language, the types of actions and consequences that may ensue, through the contract or separate guidance.</p>	<p>3-Point Requirements –and–</p> <p>The sponsor submitted evidence that it communicates a process for resolving issues to avoid possible actions and consequences, through the contract or separate guidance.</p>

NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor's practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

2016-17 Quality Document Submission

Important Reminders

- **NEVER** upload confidential, personally identifying information
 - e.g. addresses, phone numbers, social security numbers
- Parent and student names must also be removed or redacted

2016-17 Quality Document Submission

Important Reminders

- **NEVER** upload any document that is not public
 - e.g. Safety Plans

Quality Component Sponsor Interview

2016-17 Sponsor Interview

- **No additional documents will be collected during or after the interview**

Not Applicable Standards

Not Applicable Standards

How to Identify

- Look for:
 - Directions to upload a memo
 - Check box for evaluators after the rubric
- If there are no directions or check box, the standard **WILL** be scored for **ALL** sponsors

Not Applicable Standards

E.03 – Non-Renewal Notification: If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school’s families.

Key Indicators:

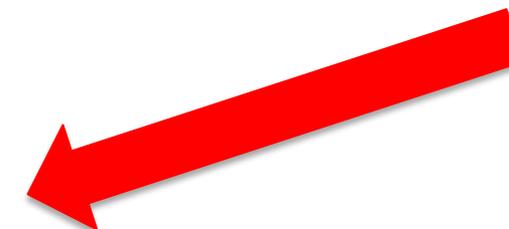
- When the sponsor non-renews a school, it explains its decision with a prompt, written notification.
- The sponsor also provides prompt written notification of non-renewal to the school’s families.

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF COMMUNICATING ITS DECISION TO NON-RENEW A SCHOOL DURING THE REVIEW YEAR TO THE SCHOOL OR THE SCHOOL’S FAMILIES WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
<p>The sponsor submitted evidence that it sent written notification of its non-renewal to the school but did not include any explanation</p> <p>–or–</p> <p>The sponsor did not submit evidence that it notified the school’s families of the non-renewal as of April 30.</p>	<p>The sponsor submitted evidence that it sent written notification of non-renewal to the school citing statutory language only</p> <p>–and–</p> <p>The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than April 30.</p>	<p>The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language</p> <p>–and–</p> <p>The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than March 1.</p>	<p>The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language</p> <p>–and–</p> <p>The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than January 15.</p>

SPONSORS THAT DID NOT NON-RENEW ANY SCHOOLS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.

- Evaluators: Check this box if the sponsor did not non-renew any schools during the 2016-17 school year. Such sponsors are not evaluated on this standard.



Not Applicable Standards

- If an **entire** standard is Not Applicable to a sponsor, it must upload a document with a statement explaining why
- Sponsors that believe the standard is Not Applicable to them but do not upload a memo will **earn a score of 0**

Not Applicable Standards

- If a sponsor uploads a memo stating the standard is Not Applicable but the standard is applicable to the sponsor, it will **earn a score of 0**

Not Applicable Standards

- Some check boxes only dismiss a **PORTION** of the standard from scoring
- When in doubt, contact the Office of Community Schools

Not Applicable Standards

B.05 – Reviewer Protocols: Reviewers carefully and consistently examine application materials.

Key Indicators:

- The sponsor has specific protocols for evaluating applications which include a rubric with selection criteria.
- The protocols require each reviewer to score and document the rating for each selection criteria.
- Reviewers are trained on the protocols prior to reviewing applications.

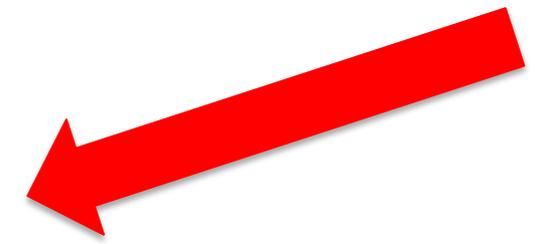
FAILURE OF THE SPONSOR TO SUBMIT PROTOCOLS FOR EVALUATING APPLICATIONS OR EVIDENCE THAT REVIEWERS RECEIVE TRAINING ON THE PROTOCOLS WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
The sponsor submitted evidence of written protocols for evaluating applications –or– There is some evidence that reviewers receive training on the protocols.	The sponsor submitted evidence of detailed written protocols for evaluating applications –and– There is some evidence that reviewers receive training on the protocols.	The sponsor’s submitted detailed written protocols for evaluating applications, which include a rubric with selection criteria and require each reviewer to score and document the rating for each selection criteria –and– New reviewers receive training on the protocols.	3-Point Requirements –and– The sponsor submitted evidence of reviewer calibration –and– All reviewers receive training on the protocols annually.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

SPONSORS THAT DID NOT RECEIVE ANY APPLICATIONS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT A PORTION OF THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.

- Evaluators: Check this box if the sponsor did not receive any applications during the 2016-17 school year. Such sponsors are evaluated only on the application review protocols and training portion of this standard.



Not Applicable Standards

- If a **portion** of the standard is Not Applicable to a sponsor, it must upload a document with a statement explaining why
- Sponsors that believe a portion of the standard is Not Applicable but do not upload such a memo will **be rated on the entire standard**

Not Applicable Standards

- Only a few standards may be scored Not Applicable
 - Standards **B.06**, **E.02** and **E.03**
- A few standards may also have **portions** that are Not Applicable:
 - Standards **B.05**, **E.04** and **E.05**

Not Applicable Standards

- Please note that the Application Process & Decision-Making Critical Area **WILL BE SCORED** for **ALL** sponsors
 - Regardless of intentions or eligibility to sponsor additional schools

Optional Documents

Narrative Explanations (Optional)

For specified standards:

- Sponsors may upload a narrative explanation of how submitted documents support the practice being assessed
 - Narrative explanations are **optional**

Narrative Explanations (Optional)

How do I know which standards are specified?

- When sponsors may submit a narrative explanation, the standard indicates this through an “optional” note following the rubric

Narrative Explanations (Optional)

Example of a specified standard:

A.02 – Goals and Self-Evaluation: The sponsor uses a defined improvement process to evaluate its work and to implement strategic actions based on the findings.

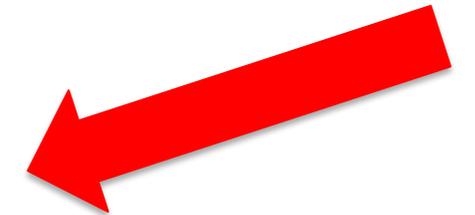
Key Indicators:

- The improvement process occurs annually according to a defined process
- The sponsor uses the findings from this process to develop goals and implement strategic action steps
- The sponsor uses this process to evaluate its work against national standards for community school sponsors (e.g. National Association of Charter School Authorizers - NACSA)

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF A EVALUATING ITS SPONSORING OBLIGATIONS WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

1 Point	2 Points	3 Points	4 Points
The sponsor submitted evidence that it evaluates its sponsoring obligations –but– The sponsor did not submit evidence of using a defined improvement process to do so.	The sponsor submitted evidence that it uses a defined improvement process to evaluate its sponsoring obligations –and– The sponsor has written goals for improvement.	2-Point Requirements –and– The sponsor submitted evidence that it develops and implements action steps based on the findings from its improvement process.	3-Point Requirements –and– The improvement process includes a way for the sponsor to compare its work to national standards for sponsoring.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.



Narrative Explanations (Optional)

Language of a specified standard:

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor's practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

Narrative Explanations

How do I know which standards are specified?

- If the standard does not contain this “optional” note, the sponsor may **not** provide a narrative explanation

Narrative Explanations

List of standards for which a narrative explanation may be submitted:

- **Commitment & Capacity: A.02, A.04, A.06, A.07**
- **Application Process & Decision-Making: B.05, B.06**
- **Performance Contracting: C.03**

Narrative Explanations

List of standards for which a narrative explanation may be submitted (continued):

- Oversight & Evaluation: **D.06**
- Termination & Renewal Decision-Making: **E.02**
- Technical Assistance: **F.01, F.03**

TOTAL: 11 standards

How to Upload Narrative Explanations

- Sponsors must use the Narrative Explanation Form provided within Epicenter
- The form specifies the maximum length that the explanation can be
- Explanations that are not submitted via this form **will not be considered**

How to Upload Narrative Explanations

Narrative Form

**OPTIONAL Narrative Evidence in Support of Submitted Documentation
for the Quality Component of the 2016-17 Sponsor Evaluation**

The sponsor may submit a narrative explanation of how the submitted documents support the sponsor's practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

Standard Number _____ Standard Title _____

How to Upload Narrative Explanations

- The Narrative Form template can be accessed within the “Resources” section of each specified standard
- Download the Narrative Form, add the explanation, and upload it according to the normal procedures for document submission in Epicenter

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<http://education.ohio.gov/Topics/Community-Schools>

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