SUPPORT SCHOOLS TOOL USER GUIDE 2018-2019

FEBRUARY 2019

Ohio | Department of Education

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Support Schools Tool

Purpose
The Ohio Department of Education's Support Schools Tool helps districts track the effectiveness of their schools' implementation of evidenced-based strategies identified in their school improvement plans. Additionally, it helps identify potential supports from the state support teams.

Who
District Level — Intensive and Moderate D/F. Other districts based on additional criteria.
School Level — Priority and Focus schools. Other schools based on additional criteria.

New for the 2018-2019 School Year
Updates to the Support Tool for the 2018-2019 school year include the following:
- One response period vs. two (fall and spring). The tool should be completed by May.
- The tool is designed for users to input information throughout the year. Only select "Complete" when all information has been entered.
- If one or more strategies in the planning tool help answer a question, reference the strategies when answering the question. This helps prevent repetition of information already submitted in the Comprehensive Continuous Improvement Plan (CCIP).
- Title I districts and schools should upload examples or data they use to chart progress for the related CCIP ESSA Supplemental Planning Questions and other areas of focus. These planning questions are available in the CCIP Funding Application.
- There are base questions for districts and schools in higher support statuses:
  - The number of district review/feedback boxes in the school surveys has been reduced from eight to one.
    - Districts should review and coach their schools based on the effectiveness of their schools' improvement processes.
  - At the end of the school year, districts and schools should consider adjusting their improvement plans, as needed.
- Districts and/or schools may be asked to answer additional questions addressing the following:
  - Chronic absenteeism (Only required for ADC, Intensive Districts and Priority Community Schools);
  - Alternate assessment, equity or literacy.
    - See the CCIP Funding Applications or Planning Tool pages to determine whether you need to respond to these questions.

Fiscal Year	Differentiated Support Status
2019	ADC, Watch, Alternate Assessment, Equity, Literacy

  - If you received School Improvement, School Improvement 1003 or Expanding Opportunities for Each Child grant funds to support the alignment of continuous improvement strategies and funding sources, please respond to the appropriate district and school-level questions.
- New roles to access the Support Tool: Data Entry-Compliance or Data View-Compliance can be assigned at the district or school levels.
- State support teams and/or the Department will review a portion of these support tools and provide feedback as needed.

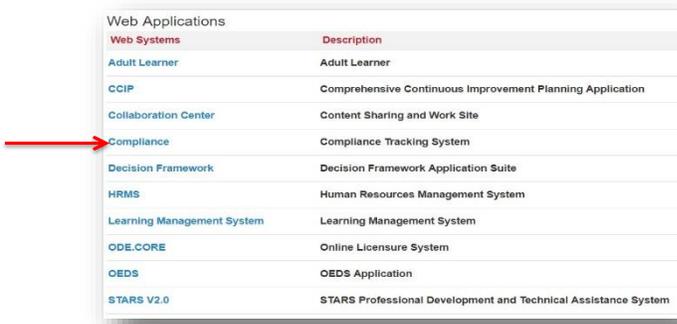# Accessing the School or District Tool

SAFE Account Access

Access the Support Tool through your SAFE (Secure Application for Enterprise) account available on the Ohio Department of Education website. Those who can access the district and building Support Tools include individuals with the following district-level role assignments: Superintendent, Superintendent Designee, Data Entry-Compliance or Data View-Compliance. School-level role assignments that provide access to an individual school's Support Tool include: Principal, Assistant Principal, Data Entry-Compliance or Data View-Compliance. Your district's or community school's Ohio Educational Directory System (OEDS) Organization Administrator can assign these roles.

Updating the principal's current address, telephone number and school email address in OEDS enables the communications/scheduling features to contact building principals.

Dashboard and Program Selection

After logging in to SAFE, click on the "Compliance" link.

Accessing the School or District Window

You may be associated with more than one organization. Click the "Select Program" drop-down list. It will open to the list of Compliance Programs for your SAFE Account. Use the gray scroll bar to locate the "Support Schools Tool." See red arrow.

Compliance Search Page

1. Select the appropriate year in the "Program Period" box using the down arrow.
2. Click the "Search" button. District and/or school names appear below the "Compliance Search Page."
3. Note the "Report" and "Details" headers. The printer icon allows you to print the activities in the school module as a report. The magnifying glass icon opens the school module.
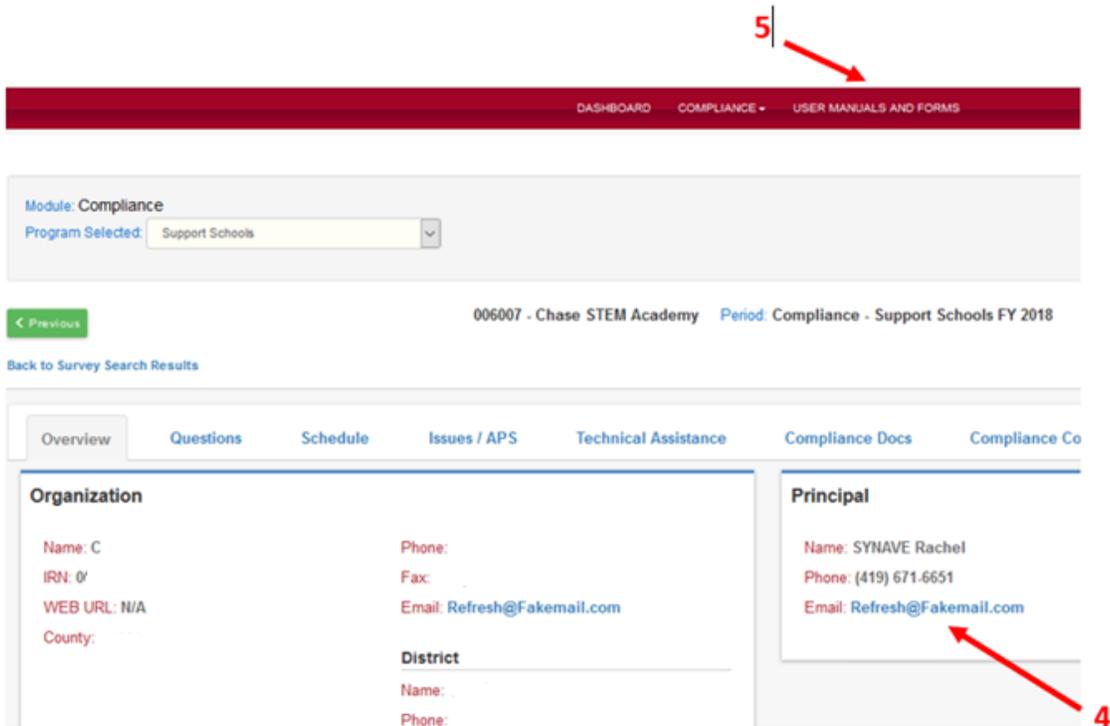
Using the Tool

Tabs

Overview Tab
The image below shows a sample Overview Tab.

4. Review the school display to confirm the principal's information is correct.

5. This user guide and other information is available by selecting the "User Manuals and Forms" link.

Questions Tab

The district surveys and the school surveys are in the "Questions" tab. Select the survey by clicking on the magnifying glass icon under "Details."

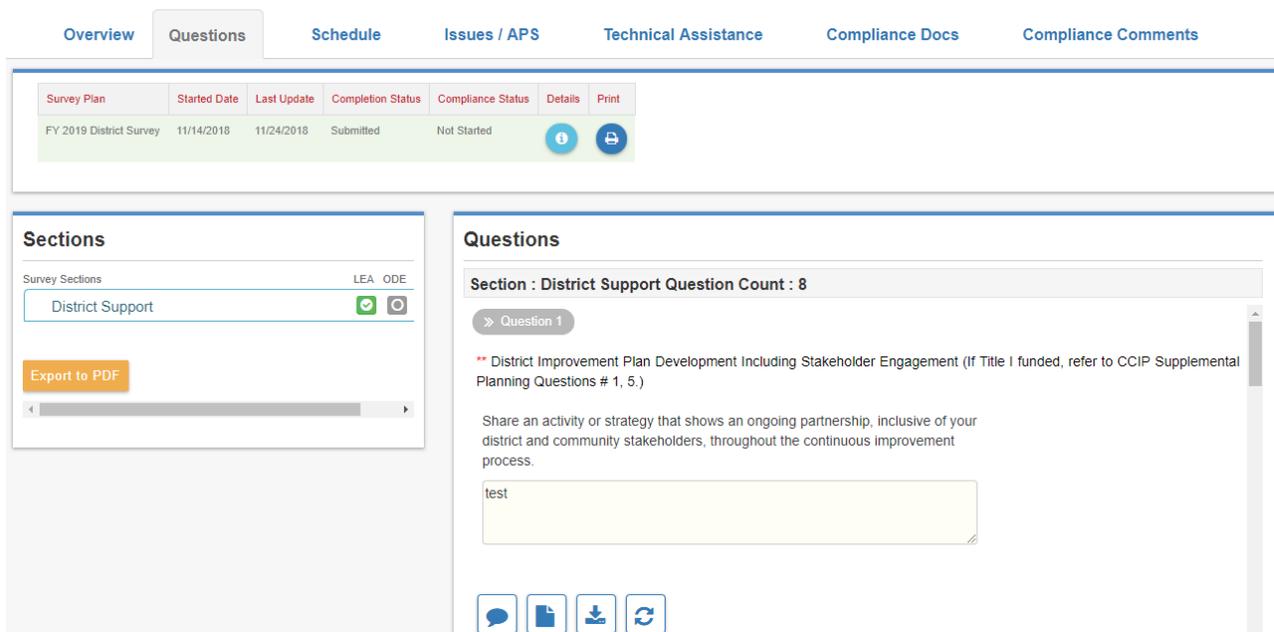6. Click the printer icon for a hard copy. The state support team should click the Start button for district surveys.

Districts and schools will receive a basic set of questions, along with additional questions if they receive certain grants, programs or meet other criteria. If, for example, a district or school did not receive a grant and therefore should not answer that question, type N/A in the text box to proceed.

There are also four interaction options, "Add Comment" 💬, "Add a document" 📄, "Import a document" ⬇, and "Refresh document list" 🔄.

There is one optional State Support Team/Department comment box at the end of the district questions and a district and optional State Support Team/Department comment box at the end of the school questions.

All questions are required. Text in comment boxes and uploads in upload questions will allow the district or school to submit the survey. Comment boxes have a limit of 4000 characters.

2018-2019 Support Tool Questions

Support Tool Questions

The following are the base questions for higher support districts, their schools and community schools.

Stakeholder Engagement Question
District or School Improvement Plan Development Including Stakeholder Engagement (*If Title I funded, refer to CCIP Supplemental Planning Questions # 1, 5.)*

Share an activity or strategy that shows an ongoing partnership, inclusive of your district and community stakeholders, throughout the continuous improvement process.

Determining Plan Effectiveness Question
Upload the process for determining the effectiveness of your district's or school's continuous improvement plan.

At-risk Population Question
What strategies were chosen for at-risk populations and why were they chosen?
(If Title I funded, refer to CCIP Supplemental Planning Questions # 2, 3, 4 and 9.)

Data Upload Question

Upload student and adult data (data that measures how many educators were trained and how well they implemented chosen evidenced-based strategies) that demonstrates ELA and math improvement by grade level for all students and at-risk populations and data for whole child strategies (climate and culture).

End of Year Step 5 Question

Team Narrative Evaluation of Plan Results

Question

Describe how well the district or school plan was implemented as designed, on-time and within budget.

Question

How do plan results compare to actual goal target(s) in student performance?

Question

How do adult implementation results compare to student performance results?

Question

Based on lessons learned as a result of implementing this plan, what should be done to eliminate unsuccessful practices and institutionalize successes?

Additional Questions

Literacy Question

What strategies were chosen for your literacy plan (Reading Achievement Plan, Local Literacy Plan or the Striving Reader's Literacy Plan) and why did you choose them?

Chronic Absenteeism Question

Addressing Chronic Absenteeism (*If Title I funded,* refer to CCIP Supplemental Planning Question # 6.)
Upload monthly trend data used to track your district or school improvement for chronic absenteeism.

Equity Question

Equity *(Refer to CCIP District Equitable Access to Excellent Educators Component Tab.)*
What in your Equity plan is showing progress? What adjustments have you made or will need to make?

Alternate Assessment Question

Alternate Assessment – *(Only required for those identified as significantly exceeding the 1 percent threshold in the 2018-2019 Special Education Profile.)*
How is implementation of the Corrective Action Plan guiding IEP teams to review the appropriate assignment of students to the Alternate Assessment?

Funding Questions

(Improvement Funding District - Mark N/A if funding was not awarded)

a. Describe the monitoring and assistance provided from the district around the implementation of the approved SIG funding application. *(Only required to complete if awarded grant funds. If not, enter "N/A" in the comment boxes.)*

b. Describe the monitoring and assistance provided from the district around the implementation of the approved 1003 funding application. *(Only required to complete if awarded grant funds. If not, enter "N/A" in the comment boxes.)*

c.   Describe the monitoring and assistance provided from the district around the implementation of the approved Expanding Opportunities for Each Child funding application. *(Only required to complete if awarded grant funds. If not, enter "N/A" in the comment boxes.)*

Improvement Funding Schools and Community Schools - Mark N/A if funding was not awarded.

a.   Describe the impact of SIG-funded work on student achievement and adult indicators. *(Only required to complete if awarded grant funds. If not, enter "N/A" in the comment boxes.)*

Upload evidence of the full plan implementation.

Please describe what changes need to be made for the coming year.

b.   **Describe the impact of 1003-funded work on student achievement and adult indicators.** *(Only required to complete if awarded grant funds. If not, enter "N/A" in the comment boxes.)*

Upload evidence of the full plan implementation.

Please describe what changes need to be made for the coming year.

District Feedback (N/A for Community Schools)
(Please review and coach your schools on the effectiveness of their improvement process).

## State Support Team and Ohio Department of Education Feedback for Districts and Schools, as needed

After completing a section. click the save button at the bottom. The Survey Sections counter will change once an item is complete. However, the compliance button is selected by the Department.

New Compliance icons replace the gray circles.
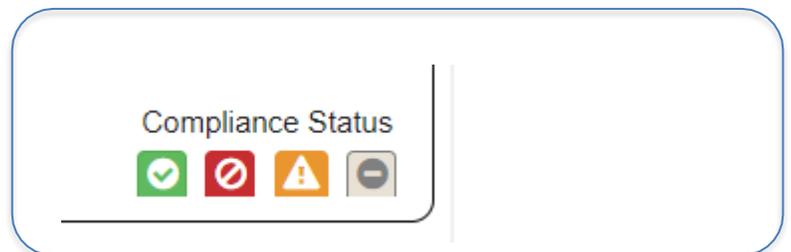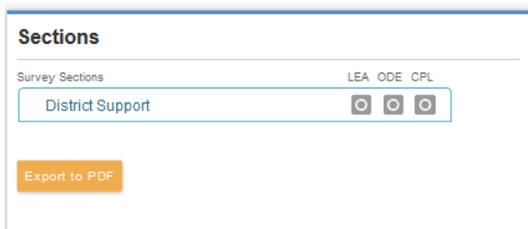
The comment option for each question item allows for communication between the school administrator and the support service personnel. The comment is emailed immediately and references the specific question item. To make a comment about a question item, click on the comments icon. A new screen opens.

7. Choose the "Private" option to identify the audience for the comment. An email is sent to this person telling them there is a comment. Choosing the "Public" option lets other people read the comment. Make sure to type the correct email address in the "To:" box. The "Comment:" box allows 2000 characters. Finally, click the "Add" button. This comment posts in two places, under the question item and in the "Compliance Comments" tab.
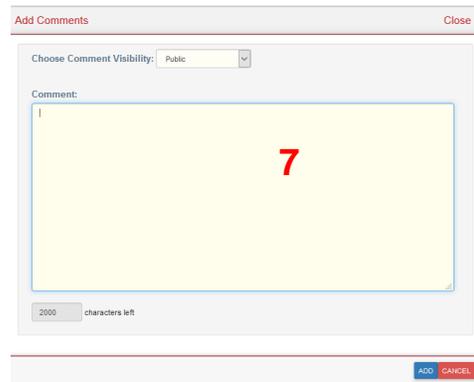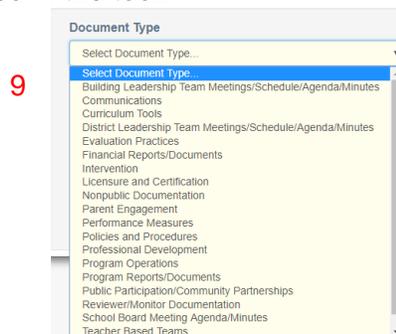

Improvement plan documents and LEA data are required for some question items. Click the "Add Doc" icon to upload a document from your computer.

8. On the first screen, select the document type.
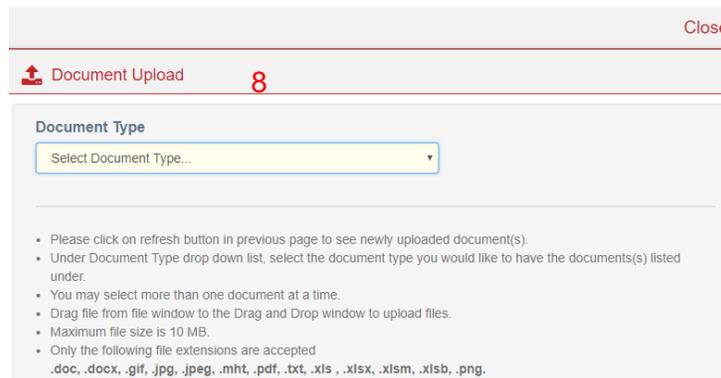
9. Click the document type to open the second screen so you can locate the document on your computer. Note the file extensions accepted in the tool.

10. Drag and drop the file or click to browse for files.

11. The "View" icon 🔍 opens the document. Click the refresh icon ⟳ to view the document you just uploaded.

Schedule Tab

Click on the "Details" icon to view a particular meeting.

New Meeting

The state support team and the Department use the "Schedule" tab to document on-site or telephone conference meetings (Optional). Click on the "New Meeting" button to open the scheduling options. Complete the meeting information. Items with red stars must be completed.

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

Meetings

⊕ New Meeting

Description		Lead Auditor	Start Date Time	End Date Time	Details	Delete

The "Agenda" and "List of Instructions" sections on the Meeting Details section provide all stakeholders views of meeting information.

The "Visiting Details" section is used to document meeting notes/minutes.

Finally, click the "Save Meeting" button to add all participants. The choices are ODE Employee, District/School Employee or Other. Ohio Department of Education employees have email addresses with @education.ohio.gov domains. District/school employees have been uploaded into OEDS with specific roles. The Other employees are members of the State System of Support. Click the "Search" button to find the participant.

Click the "Done" button to add all participants. Each participant is added to the Scheduled Meeting information. Click the "Send Meeting Email" button to inform each participant. All participants receive an email. Click on the calendar icon to open the information. Click the pencil ✎ icon to make any changes to the scheduled meeting information.

Meeting Details

* Description

* Type
SELECT ONE ▾

Location

* Start Date Time

* End Date Time

☑ Add myself as Lead Auditor

Agenda :

↶ ↷ 🔗 **B** *I* ≡ ≡ ≡ ≡ ≡ ≡

List of Instructions :

Visiting Details :

Save Meeting   Cancel

Technical Assistance Tab

State support teams use this tab to provide support to districts or schools. Each comment in the "Technical Assistance" tab can be seen by all participants with access to the school's monitoring tool. Once the Technical Assistance icon ⚠ is selected on the Survey Question Item and the Create an Issue/Technical Assistance button is selected at the bottom of the questions page, the Monitoring Survey generates the Technical Assistance in the tab.

The Support Schools Tool generates a technical assistance item email to the principal.

Compliance Docs Tab

Each uploaded document appears in the "Compliance Docs" tab. You can import documents from other Compliance tracking tools by clicking on the "Import Documents From Other Programs" button.

Compliance Comments Tab

Comments added in the "Questions" and "Issues/CAPS" tabs also collect in the "Compliance Comments" tabs. The "Comments Summary" box on the left provides the list of comments. The comment activity is open in the "Comments" box on the right side. The "Reply" button opens a comment box with the same subject line. The "History" box shows dates of email interactions.
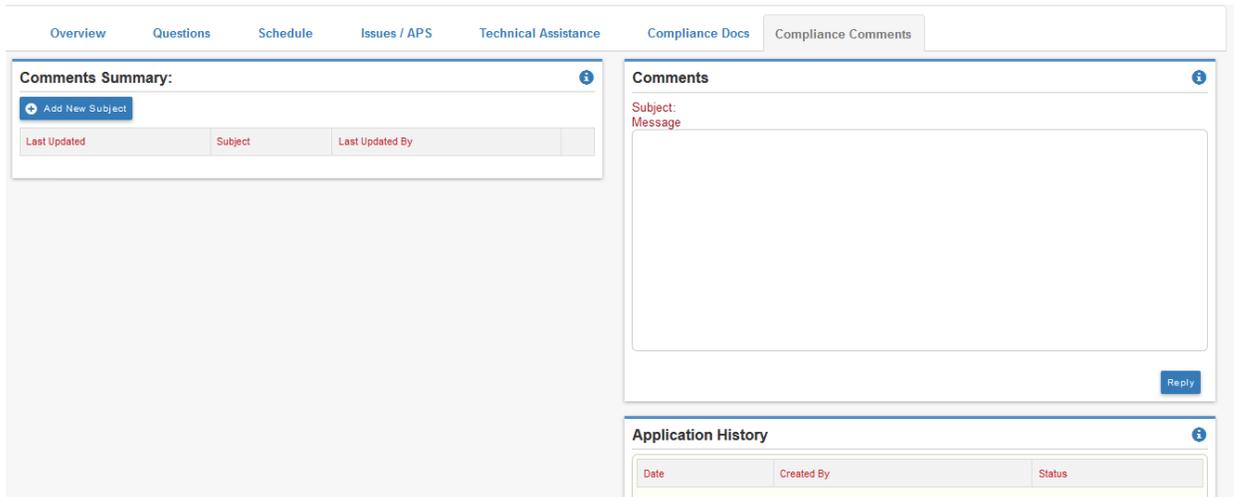
To make a new comment topic, click the "Add New Subject" button. A new box opens. Look at the "Choose Comment Visibility" box. The tool defaults to the "Public" choice. All people with access to the school module can read these statements. Make sure to click the "Private" option when communicating between the principal and consultant.