

# Ohio

## SUPPORT SCHOOLS TOOL USER GUIDE 2018-2019

FEBRUARY 2019

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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

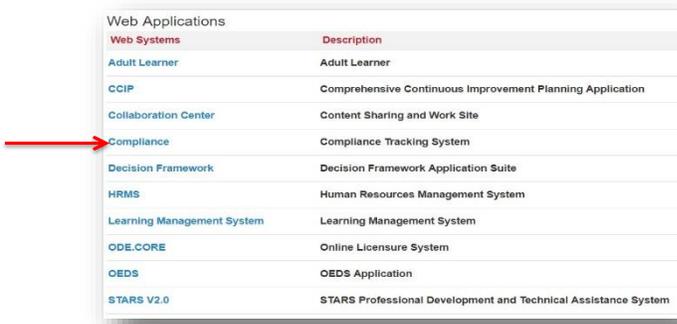
## SAFE Account Access

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

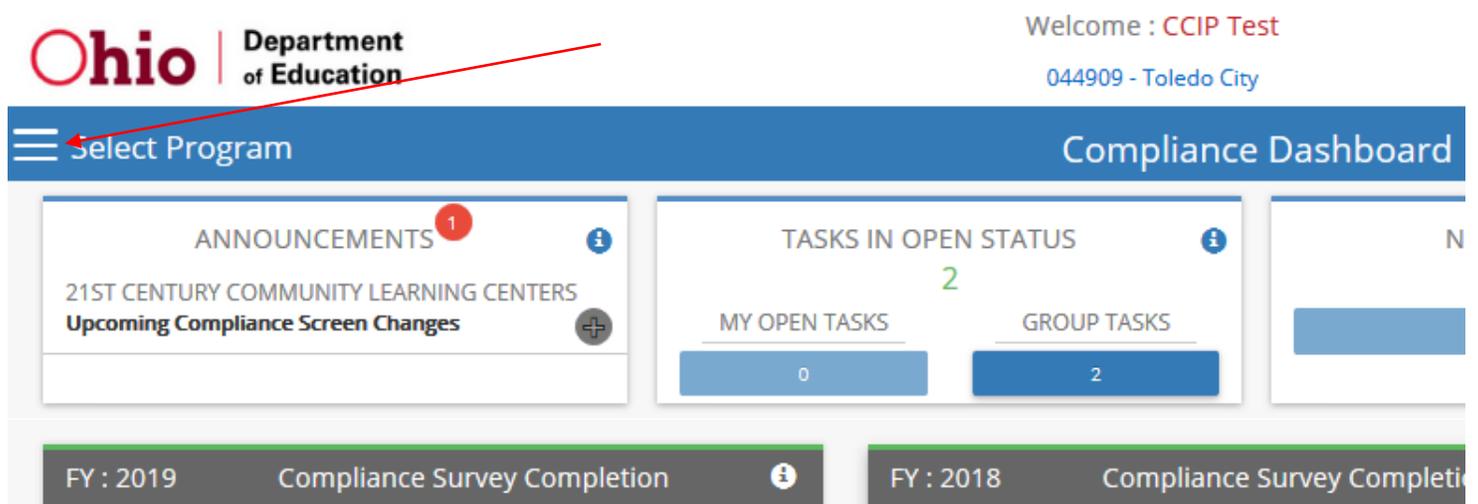
After logging in to SAFE, click on the "Compliance" link.



Web Systems	Description
Adult Learner	Adult Learner
CCIP	Comprehensive Continuous Improvement Planning Application
Collaboration Center	Content Sharing and Work Site
Compliance	Compliance Tracking System
Decision Framework	Decision Framework Application Suite
HRMS	Human Resources Management System
Learning Management System	Learning Management System
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System

## 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.



Ohio | Department of Education

Welcome : CCIP Test  
044909 - Toledo City

Select Program Compliance Dashboard

ANNOUNCEMENTS 1  
21ST CENTURY COMMUNITY LEARNING CENTERS  
Upcoming Compliance Screen Changes

TASKS IN OPEN STATUS 2  
MY OPEN TASKS 0  
GROUP TASKS 2

FY : 2019 Compliance Survey Completion  
FY : 2018 Compliance Survey Completion

## Select Program

You are associated to multiple roles of the organization. Please select a role and click View Dashboard button below.

**VIEW AS**

District IRN ▼

District IRN

Building IRN

Admin

Grants Management Subrecipient Monitoring

Ohio Department of Higher Education

School Improvement Diagnostic Review

Special Education Fiscal Monitoring

Special Education Program Monitoring

Straight A Grant

Striving Readers Grant

➔

Support Schools

## 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.

**Compliance Search**

BASIC SEARCH
MISCELLANEOUS SEARCH

**Program Period**  
Compliance - Support Schools FY 2019 ▼

**District IRN**  
044909

**District Name**  
Toledo City

**Building IRN**

**Building Name**

**Survey**  
All ▼

**Completion Status**  
All ▼

**Compliance Status**  
All ▼

**Results Count**  
20 ▼

**SST**  
All ▼

**County**  
All ▼

**Instructions**

1. Select or enter optional criteria.
2. Click Search Button.
3. Scroll down to see search results.
4. Click "Details" button on the far right.

Search
Reset

**Search Results**

Returned 21 IRN and 22 Survey result(s)

Export to CSV | Go To Page 1 of 2 | Next

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	# SURVEYS	REPORT	DETAILS
Compliance - Support Schools FY 2018	Arlington Elementary School	050965	1	🖨️	🔍
Compliance - Support Schools FY 2018	Chase STEM Academy	050007	1	🖨️	🔍

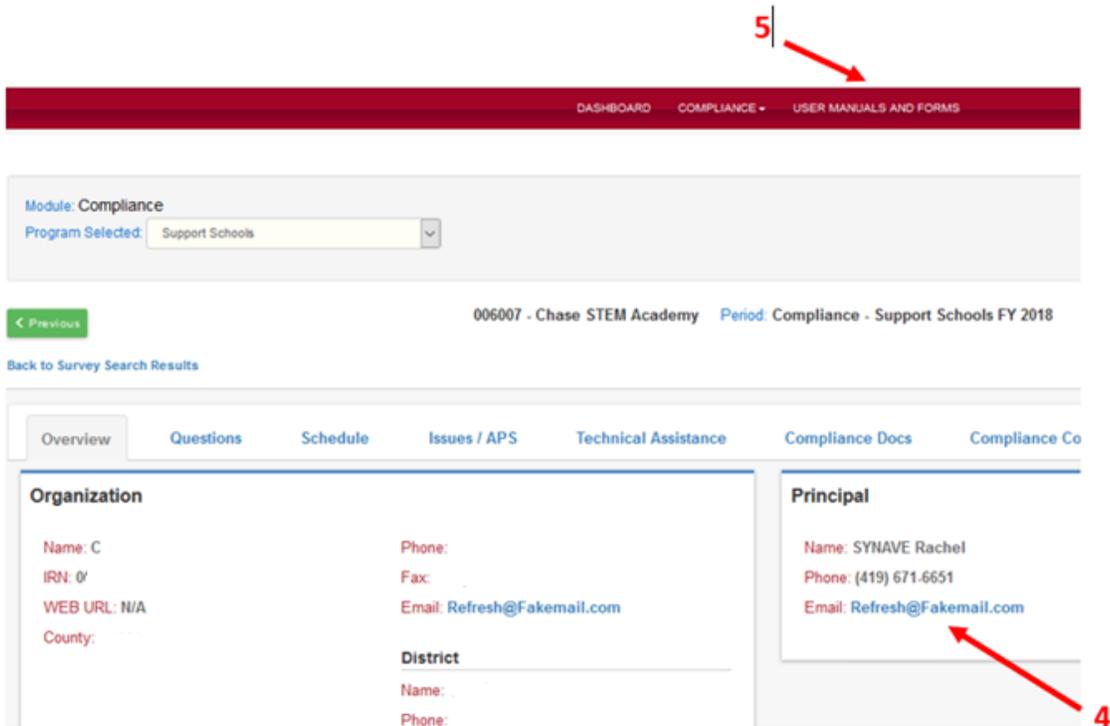
# Using the Tool

## 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.

#### Search Results

Returned 1 IRN and 1 Survey result(s).

Export to CSV

FILTER:

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	# SURVEYS	REPORT	DETAILS
Compliance - Support Schools FY 2019	Akron City	043489	1		

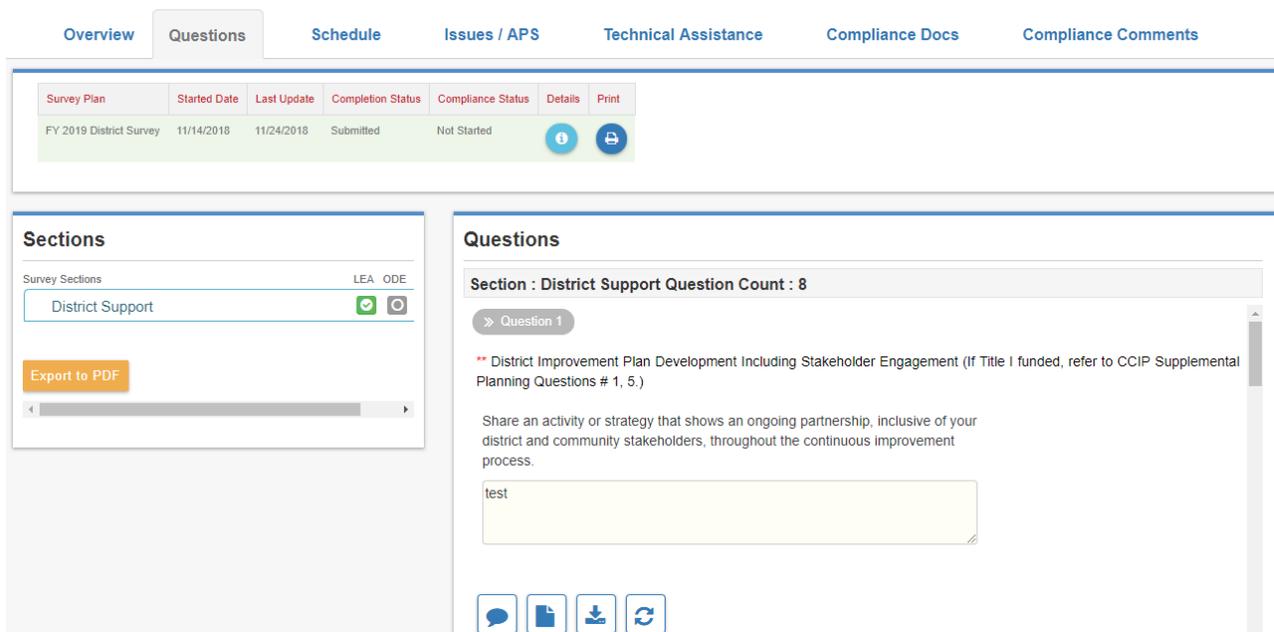
6

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.



The screenshot displays the survey tool interface. At the top, there are navigation tabs: Overview, Questions (selected), Schedule, Issues / APS, Technical Assistance, Compliance Docs, and Compliance Comments. Below the tabs is a table with columns: Survey Plan, Started Date, Last Update, Completion Status, Compliance Status, Details, and Print. The table contains one row for 'FY 2019 District Survey' with dates 11/14/2018 and 11/24/2018, status 'Submitted', and 'Not Started' compliance status. Below the table are two main panels. The left panel, titled 'Sections', shows 'Survey Sections' with 'District Support' listed and an 'Export to PDF' button. The right panel, titled 'Questions', shows 'Section : District Support Question Count : 8' and 'Question 1' with a text area containing 'test' and four interaction icons at the bottom.

## 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.

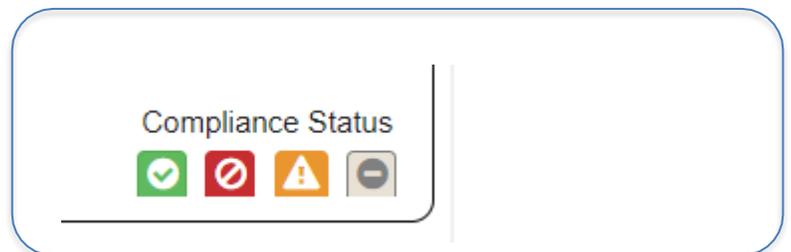
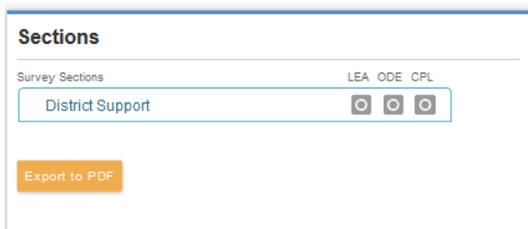
**District Feedback (N/A for Community Schools)**

(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**

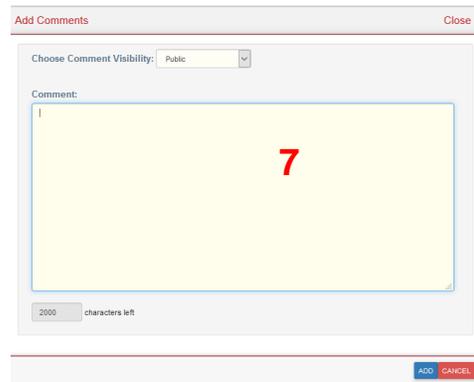
After completing a section. click the save button at the bottom. The Survey Sections counter will change once an item is complete. However, the compliance button is selected by the Department.

New Compliance icons replace the gray circles.



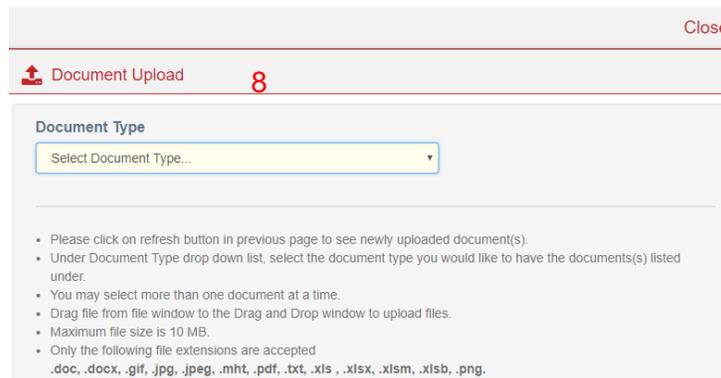
The comment option for each question item allows for communication between the school administrator and the support service personnel. The comment is emailed immediately and references the specific question item. To make a comment about a question item, click on the comments icon. A new screen opens.

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.

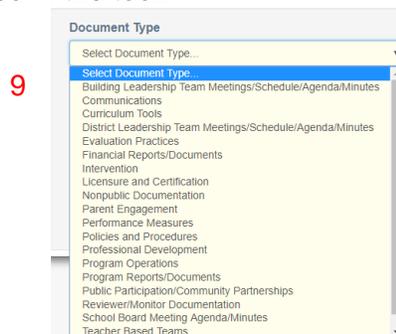


Improvement plan documents and LEA data are required for some question items. Click the “Add Doc” icon  to upload a document from your computer.

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.

10

### Document Upload

Document Type  
Curriculum Tools

Drag and Drop

Drop files here to upload or click here to browse for files

- 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 document(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.

11. The “View” icon  opens the document. Click the refresh icon  to view the document you just uploaded.

11

Compliance Status 

Documents:

NAME	TYPE	DATE	REVIEW	VIEW
AVID regional path training strand descriptions.docx	Professional Development	5/22/2018		
AVID Regional Path Training.docx	Professional Development	5/22/2018		

## Schedule Tab

Click on the “Details” icon to view a particular meeting.

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

### Meetings

Description	Lead Auditor	Start Date Time	End Date Time	Details
TPS District Internal Facilliator Meeting	Constance Crow	01/11/2018	01/11/2018	
TPS DLT Internal Facilliator Meeting	Constance Crow	01/09/2018	01/09/2018	

## 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.

The screenshot shows a navigation bar with tabs: Overview, Questions, Schedule (selected), Issues / APS, Technical Assistance, Compliance Docs, and Compliance Comments. Below the navigation bar is a section titled 'Meetings' with a '+ New Meeting' button. A table with the following columns is visible: Description, Lead Auditor, Start Date Time, End Date Time, Details, and 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.

The screenshot shows the 'Meeting Details' form. On the left, there are input fields for: \* Description (text area), \* Type (dropdown menu with 'SELECT ONE'), \* Start Date Time (text area), \* End Date Time (text area), and a checkbox for 'Add myself as Lead Auditor'. On the right, there is an 'Agenda :' section with a rich text editor toolbar (back, forward, link, bold, italic, bulleted list, numbered list, indent, outdent) and a large text area. Below the agenda are two blue buttons: 'List of Instructions :' and 'Visiting Details :'. At the bottom of the form are two buttons: 'Save Meeting' and 'Cancel'.

## Meeting Details

### Description

TPS District Internal Facilitator Meeting

### Type

On-site Review

### Location

SST Conference Room

### Start Date Time

1/11/2018 11:00:00 AM

### End Date Time

1/11/2018 1:00:00 PM

### Participants

Name	Role
Constance Crow	Lead Auditor
Denise Conrad	Auditee (School / District)
Sherri Tichenor	Auditee (School / District)
Robert Mendenhall	Auditee (School / District)

Add Participants

## Agenda :

Priority Focus Monitoring Prep Session

List of Instructions :

Visiting Details :

## 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.

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

### Uploaded Document Type

- Curriculum Tools 1
- District Leadership Team Meetings/Schedule /Agenda/Minutes 1
- Program Operations 1
- Reviewer/Monitor Documentation 1

### Documents On File

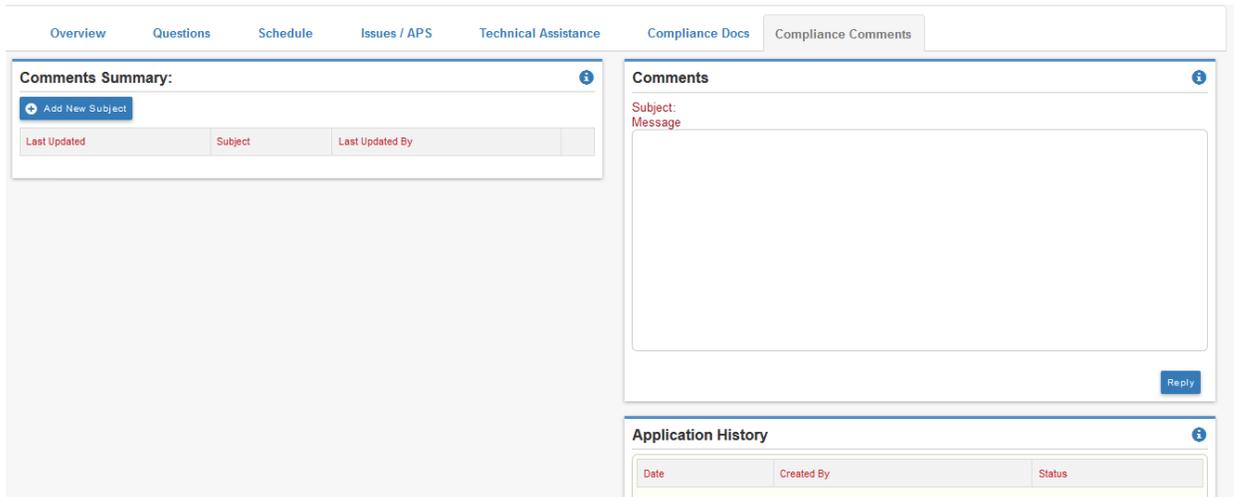
Upload Document(s) Import Document(s) From Other Programs Delete Document(s)

SHOW 10 ENTRIES FILTER ON DOCUMENTS

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
Broadleigh Elementary School.pdf	Curriculum Tools	11/24/2018	No		<input type="checkbox"/>
beatty park.pdf	Reviewer/Monitor Documentation	11/24/2018	No		<input type="checkbox"/>
beatty park.pdf	District Leadership Team Meetings/Schedule /Agenda/Minutes	11/24/2018	No		<input type="checkbox"/>
Broadleigh Elementary School.pdf	Program Operations	11/24/2018	No		<input type="checkbox"/>

## 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.

