#Each**Child**Our**Future**

Perkins Plan Approval Process Navigating ED STEPS



OFFICE OF CAREER-TECHNICAL EDUCATION

SEPTEMBER 2022



Table of Contents

Accessing ED STEPS Perkins Plan	3
Understanding the Progress Bar	5
Approval Process	7
Agency Review Rejected Plan	7
History Log and EdMail Message Page	8
Browser Troubleshooting Steps	9



Accessing ED STEPS Perkins Plan

- 1. Access the Ohio ID Portal using your OH|ID Account.
- 2. The district contact must have the Ohio Education Directory System (OEDS) role superintendent, superintendent designee, or treasurer to access the ED STEPS Perkins plan at the Career-Technical Planning District (CTPD) level.

A teacher, superintendent, parent, or other customer of the Department of	An employee of the Department of Education:
Education:	The SAFE portal has now been integrated with myOhio. In
The SAFE portal has now been integrated with OHJID. In	order to access your existing SAFE applications, please click
order to access your existing SAFE applications, please click the button below to access the new OHJID platform.	the button below to access the new myOhio platform.
Important: Your SAFE credentials will not work in the	
OHID platform.	
Please create a new OHID account if you do not already	
liave one.	
OHID PORTAL	MYOHIO PLATFORM
Need Help? Visit the Department of Education OHID Portal	
Help webpage for information on how to access and navigate	

3. Select the ED STEPS tile to enter the new ED STEPS system.



4. Next, enter through the **Planning Dashboard** for ED STEPS. This page has access to the Perkins Plan, the One Needs Assessment, the districts One Plan and Comprehensive Continuous Improvement Plan (CCIP).



5. To view the Perkins Plan, select from the drop-down menu, View As CTPD.

	Ohio Department of Education			
	ED STEPS Dashboard Planning D	Dashboard V Reports V		
Organization			View As	
200094 - Stark County Area JVSD CTPD		~	CTPD	~
One Needs Assessment Needs Assessment Tool for Identification		Conting Evens a many set of the	Î	Mossages Image: Control limits Image: C
One Plan Comprehensive Improvement Plan	Suph	Open Galender y Steep Filtenning Cycle 1 2 2 3 4		Read and any provide and any provide and any provide and any provide any
Funding Application Funding selection for Comprehensive Improvement Plan	Derho	ef Ore Pan Agelnaten Stenden Open Genetitage		coordinate administrative planning with program planning and implementation. It important to remember that the One Needs Assessment will need to be completed PROR to completing the One Plan.
Dr. Stephanie K. Sid Interim Superintendent of Pub	iens ic instruction	Ohio Departmen 877-644-6338 Sign-up for Alerts (P) o Mike DeWine, Governor Privacy Jobs	t of Education contact.center@education.ohi Employees Site Map Contact	0.gov Chartote Board of Education of Ohio Chartote McGuie, President CODE
		The Department of Education is an equa	I opportunity provider of ADA servi	ces.

6. From the **Planning Dashboard**, select **Create/View Plan** to review the Perkins plan status.

	ED STEPS Dashboard Pla	anning Dashboard 🗸	Reports 🗸			
Create/View Plan One Plan - FY 2023 (0) One Plan - FY 2023 (1) One Plan - FY 2023 (2) Perkins Plan - FY 2023 (0)	Dashboard / Creste/Wey District on school (FY 2023 Tolles	anning Dashboard reate View Plan rvise Plans rport Results pprove Plans iew EdMail istory Log S Career &	r CTPD)	Center CTPD	One Plan (0)	÷
Perkins Plan - FY 2023 (1)	Plan Status					-
Perkins Plan - FY 2023 (2)	Plan in Progress	Plan Submitted	Plan Approved For Auth	Plan Approved For Agency	Plan Agency Approved	Plan Archived
Legend				Review		
🗹 Edit Goal	SMART Goals					
View Goal	Smart Goal Title,	/Priority Need				Status
Gal Unlock Goal	1 Assessments					Completed
Back to Dashboard						
Approved						
× Returned						
Not Dispositioned						



Understanding the Progress Bar

The plan status bar will highlight where the entire plan is in the process.

1. Plan in Progress: The in-progress status is the beginning process, allowing the recipient to edit the Perkins plan.



2. Plan Submitted: The plan is submitted to the treasurer for approval.



3. Plan Approved for Authorization: The treasurer has approved the plan and is pending the final superintendent's approval.





4. Plan Approved for Agency Review: The superintendent has approved the plan. The Perkins plan is no longer with the career-technical planning districts and is pending the Department of Education review.



5. Plan Agency Approved: The department approved the Perkins plan without further edits.





Approval Process

- From the Planning Dashboard drop-down menu, select Approve Plans to begin the approval process. The screen should look like the images below. The plan status must be in Progress before the treasurer can view the plan for approval. Note: The superintendent cannot begin the approval process until the treasurer submits the Perkins plan for review.
- 2. Select **Approve** to send to the superintendent for final approval, or select **Return** for additional edits.
- The superintendent's submission of the Perkins plan completes the final process unless your assigned consultant returns it for edits.

Approve Plans View

Approve Plans	Dashboard / Approve Plan How Does This Work?
Approve a Plan	Approve Plan(s) Below is a list of plans for the organization selected above that you are able to approve or return. Please review the plan before deciding.
Legend	Show 10 v entries Search:
Ø Approve	Approve * Return View Year () Org Name () App Name () County () IRN () Cohort () Cc
Return	Image: Constraint of the second constraint of th
0 View	Showing Ito Jof Lentries

Agency Review Rejected Plan

- 1. If the plan is returned for revisions, the Perkins recipients must unlock the plan to make the necessary edits.
- 2. Review the recommendation noted in the rubric for guidance. In some cases, the consultant will include a note in the EdMail message page.

Create/View Plan Perkins Plan - FY 2023 (0)	Costs C	Tips You can click the plans on the left navigation bar to view previous plans.		
Legend Edit Goal	FY 2023 Ashtabula Regional Campus Ksu Perkins Plan (0)	θ	Rubric Name Perkins Comprehensive Local Needs Assessment Plan	Rubric
View Goal Unlock Goal Unlock Goal Back to Dashboard Approved Returned Not Dispositioned	Plan Status Shorts for facil Approaching Room Approachin	Archived	To edit the pla select the unlo icon to begin 1	in, ock
	Smart Gail Tide/Trionty Need Status C2 Alignment of CTE across Secondary and Postsecondary In progress O Alignment to Industry Sector and Occupational Demand Completed	6	editing proces	s.
	Coordination with Stakeholders Completed	₽ Submit		



History Log and EdMail Message Page

The ED STEPS system has an internal message and status change tracking system. The History Log system keeps track of status changes to the plan. When the Perkins plan status changes, an email will go to the individuals associated with the Perkins plan. Districts can reply to the email and post comments with the original email.

To monitor the Perkins plan status, select from the Planning Dashboard menu to view the History Log and EdMail communications.

History Log View

History Log

Here below is the history log for this plan, including all revisions.

5how 10 🗸 entries			Search:				
Date 🔺	Author \$	Content	\$				
2022-05-02 09:39:35 AM	To view the stat	us of a	created the plan				
2022-05-02 10:34:57 AM	plan, select Hist	tory	changed plan status from "Started" to "In Progress"				
2022-05-19 11:19:51 AM	Log. This plan sl was returned by	hows it v the	changed plan status from "In Progress" to "Submitted For Fiscal ive Review"				
2022-05-24 11:25:25 AM	consultant on June		pher changed plan status from "Submitted For Fiscal ive Review" to "Approved For Authorized Representative Review"				
2022-06-05 08:45:07 PM	20		changed plan status from "Approved For Authorized				
		Representa	tive Review" to "Approved For Agency Review"				
2022-06-28 05:11:22 PM	Fields-Mphande, Tawanna	Fields-Mph Review" to	ande, Tawanna changed plan status from "Approved For Agency "Not Approved For Execution"				
2022-06-28 05:11:25 PM	Fields-Mphande, Tawanna	Fields-Mph Execution"	ields-Mphande, Tawanna changed plan status from "Not Approved For xecution" to "In Progress"				
2022-06-28 09:11:21 PM	Tawanna Fields-Mphande	The office r	ubric Career-Technology Education Program is returned				
showing 1 to 8 of 8 entries			First Previous 1 Next Last				

EdMail View

	Dashbaard / Intex / Perkim Plan. P730330) PLAN SDARCH Plan						
	FY 2023 De Category:	laware County JVSD CTPD P	rkins Plan (0)				
	Default						
	🖾 Crea	te					
5	Show 10 v	entries		Search		View a message from the EdMail system.	
	Priority *	Sender Name 0	Subject and Content	٥	Date	Sender:	
	*	SYSTEM	Plan Status Change The status of FY 2023 Delaware County JVSD CTPD Pe		2022-06-28 05:11:25	Fields-Mphande, Tavarna Subject:	
\longrightarrow	ŵ	Fields-Mphande, Tavianna	Sending External Mail - FY 2023 Delaware County JVSD CTPD Perkins Plan (0): Plan Not Approved For Execution Sending email, with the following list of intende		2022-06-28 05:11:24 5	Sending External Noti - P7 2023 Delaware County JNSD CTPD Perkan Plan (1); Plan Not Approved For Execution a Priority: Table	
Click here to see	*	SYSTEM	Plan Status Change The status of FY 2023 Delaware County JVSD CTPD Pe		2022-06-28 05:11:22	1 mm: 2022-06-29 05:11:24 PM	
the detailed message.			System gene message.	rat	ed	Bedge Service parameter with the Studieney bit of Annotan Lengungs, Panela, well Spreader Beinnerence, sing Panela, well Spreader Beinnerence, sing Panela, well Spreader Beinnerence, sing Marchan, Statistica, Statisti	ed. Please log



Browser Troubleshooting Steps

Step 1: Check OEDS Roles. Make sure the assigned Perkins recipient OEDS roles are at the career-technical planning district level.

Step 2: Try different browsers such as Chrome, Edge or Firefox. Also, try clearing cookies in Chrome. Suggest checking for updates to the browser and clearing the cookies and cache.

How to clear Cookies and Cache for Most Browsers

- 1. Click the Tools menu (three dotted lines in the upper-right corner).
- 2. Select History.
- 3. Select Clear Browsing Data from the left-hand side. Set the Time Range to All Time.
- 4. If using a Windows computer, close and re-open Chrome to save your changes.

Step 3:

- 1. Assess if the plan was submitted from the Comprehensive Local Needs Assessment (check Pre-Planning tab) to the Perkins Plan.
- 2. Assess if each <u>goal</u> is in "completed" status. Look for green checkmarks on the plan review page or status on the create/view page. Edit any incomplete section to achieve the green checkmark.
- 3. If there is a "grayed" area, that means a validation has been implemented for a correction or missing part. The one plan will not allow you to move forward or complete/submit until all validations are met.

