

## Decision Framework (DF) PREP TAB STEP-BY-STEP

1. Districts and buildings that are required to use the Ohio Improvement Process (OIP) complete the PREP TAB. State Personnel Development Grant districts and buildings do not need to complete this TAB.

2. Sign into SAFE and Click “Decision Framework”:

Web Systems	Description
<a href="#">Decision Framework</a>	Decision Framework Application Suite

3. The DF will default to the year with the most current data. District or Building level access will automatically pre-populate the search screen – Click “Search” and then the magnifying glass to open the DF.

Ohio.gov | Department of Education

Welcome principal cghs [Sign Out] [Print] [Friendly Version] Session Timeout: 00:58:46

Decision Framework ▾ User Manuals and Forms DEVELOPMENT

Program Information

**Program Selected: Decision Framework**  
007104 - Columbus Grove High School  
[Select Another Program or Org](#)

### DECISION FRAMEWORK APPLICATION SEARCH

PROGRAM PERIOD: DF FY 2016 ▾  
 REGION: All ▾  
 COUNTY: All ▾  
 SORT ORDER: IRN ▾

DISTRICT IRN: 049312  
 DISTRICT NAME: Columbus Grove  
 SCHOOL IRN: 007104  
 SCHOOL NAME: Columbus Grove High School  
 DIFFERENTIATED SUPPORT STATUS: All ▾

STATUS:  
 Not Started  
 Stage 0 (Prep)  
 Stage 1 (Data)  
 Stage 1 (Influences)  
 Stage 1 (OTES/OPEs)  
 Needs Assessment  
 Sent To CCIP  
 ...

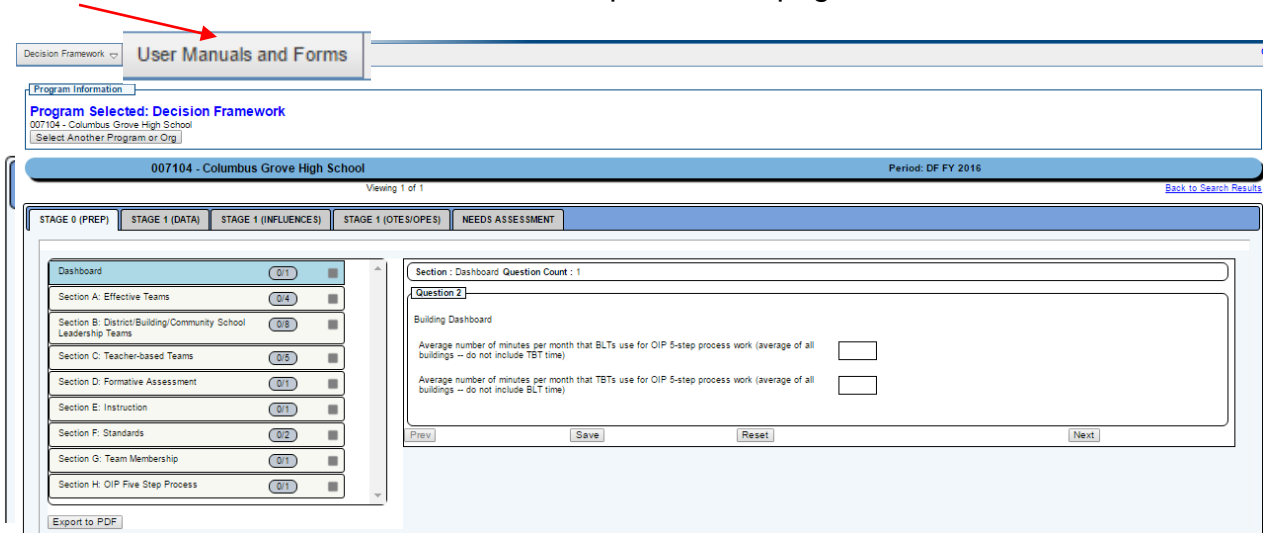
[Search](#) [Reset](#)

1 result(s) returned.

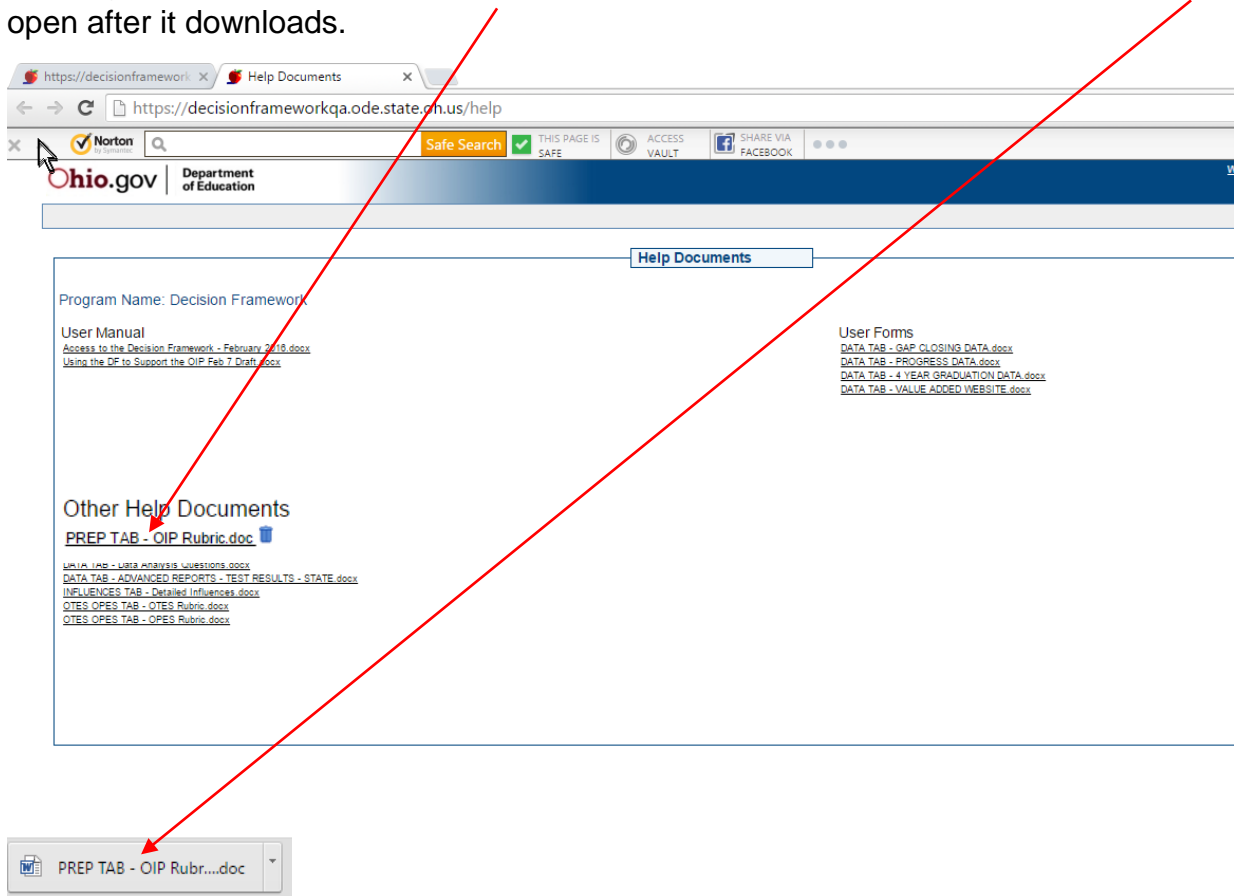
APP PERIOD	REGION	ORGANIZATION	DIFFERENTIATED SUPPORT STATUS	STATUS	DETAILS
DF FY 2016		007104, Columbus Grove High School	None	Stage 1 (Data)	

[Export Search Results](#) [Previous](#) Page 1 of 1 [Next](#)

4. **Click:** User Manuals and Forms at the top of the DF page.



5. This will open another TAB or window (Help Documents) in your browser. Under the heading “Other Help Documents” **Click:** the “PREP TAB – OIP Rubric” document and open after it downloads.



6. This rubric is used to assess implementation of the OIP. The section names, for example “Section A: EFFECTIVE TEAMS”, match the DF accordion sections.

SECTION A: EFFECTIVE TEAMS

CRITERION	1 (Beginning)	2 (Developing)	3 (Accomplished)	4 (Exemplary)	Evidence (examples)
A1. Educators work in collaboration.	The team is at the forming stage of team development. Roles/responsibilities are not defined.	The team is at the storming stage of team development. Roles/responsibilities are not clearly defined.	The team is at the norming stage of team development. Roles/responsibilities are defined at each meeting.	The team is at the performing and adjourning stage of team development. Roles and responsibilities are defined at each meeting and applied across the system.	Meeting agendas Meeting schedule Team meeting minutes with follow-up actions Self-assessment survey results or video of team process
A2. Educators work in leadership teams and have regularly scheduled meetings to support their work.	Less than 25% of recommended members participate on the team. Meetings are rarely held or not at all. Participants are present but lack engagement.	26-50% of recommended members participate on the team. Meetings are scheduled but held occasionally. Participants are present and engagement is active or passive based on level of interest.	51-80% of recommended members participate on the team. Meetings are held according to the prescribed schedule. Participants are present and engaged by asking thoughtful questions and responding to comments.	90-100% of recommended members participate on the team. Meetings are held according to a prescribed schedule. Participants are present and engaged by asking thoughtful questions and responding to comments.	Meeting schedule List of membership by position Self-assessment survey results or video of team process

STAGE 0 (PREP) STAGE 1 (DATA) STAGE 1 (INF)

- Dashboard 1/1
- Section A: Effective Teams 4/4
- Section B: District/Building/Community School Leadership Teams 8/8
- Section C: Teacher-based Teams 5/5
- Section D: Formative Assessment 1/1
- Section E: Instruction 1/1
- Section F: Standards 2/2
- Section G: Team Membership 1/1
- Section H: OIP Five Step Process 1/1

Complete

Export to PDF

7. Click: the “decisionframework” TAB, Click: the PREP TAB and then the start button.

https://decisionframework x Help Documents

https://decisionframeworkqa.ode.state.ohio.gov

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Decision Framework User Manuals and Forms

Viewing 32 of 5751

STAGE 0 (PREP) STAGE 1 (DATA) STAGE 1 (INFLUENCES) STAGE 1 (OTES/OPES) NEEDS ASSESSMENT

You haven't started Stage 0. Please click the button below to start.

START PREP WORK - OIP STAGE 0

8. Districts have one, four-part district dashboard question and buildings have one, two- part building dashboard question. Community school DFs have both dashboards.

Section : Dashboard Question Count : 1

**Question 1**

District Dashboard

ESEA Building Support -- The distict has reviewed the current ESEA waiver requirements and will provide required support to their waiver buildings

Number of LEA Buildings

Number of BLTs

Number of TBTs

Prev Next

Section : Dashboard Question Count : 1

**Question 2**

Building Dashboard

Average number of minutes per month that BLTs use for OIP 5-step process work (average of all buildings -- do not include TBT time)

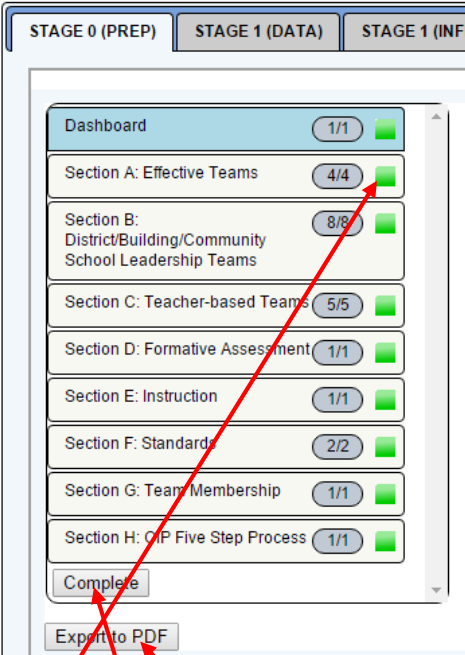
Average number of minutes per month that TBTs use for OIP 5-step process work (average of all buildings -- do not include BLT time)

Prev Save Reset Next

Prev Save Reset Next

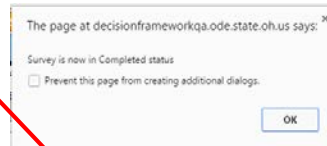
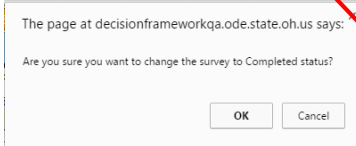
9. Provide requested data and **Click** the “Save” button at the bottom of each section page to avoid needing to re-enter your selections. When you **Click** “Save” a green “thumbs up” will be displayed. Each section needs to be saved separately.

10. Use the OIP Rubric to score Sections A-H. You can navigate to other sections by **Clicking** them in this “accordion”. You don’t need to complete the sections in order; you may revisit and change them. Remember to save after completing each section.



11. The DF displays your progress. For example, in Section A “4” of the “4” items are answered; when all section items are answered a green square is displayed.

12. After you have finished with the PREP TAB and all of the squares are colored green, **Click** the **Complete** button at the bottom of the accordion.



13. Click “OK” in the confirmation windows. Depending on the web browser used, you may see a checkbox next to “Prevent this page from creating additional dialogs” or a similar message - **DO NOT CHECK THIS BOX**. The **Complete** button will change to **Modify Survey**. To get a **record of your selections**, **Click** **Export to PDF**, wait for the download to complete and save.

14. If you wish to change your selections, **Click** the **Modify Survey** button. Make and **save** your changes. Then Click the **Complete** button and Click “OK” in the confirmation windows.

15. PREP TAB selections **do not** migrate to the other TABS.

A video that demonstrates this PREP TAB step-by-step process is available. [Click](#) “User Manuals and Forms” at the top left corner of the DF. [Click](#) the “Prep Tab” video from the “ODE Decision Framework Series.”