

Ohio

Career-Technical Education Program Review Manual FY16

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Career-Technical Education Program Review

The intent of the Career-Technical Education Program Review is to maximize the use of resources improving the quality of career-technical education programs. The Career-Technical Education Program Review is a five year process. The district conducts a self-review in the first two years for noncompliance areas. In the third year, the district completes a Corrective Action Plan with the assistance of the Career-Technical Planning District and the Ohio Department of Education. If a program is not compliant in the fourth and/or fifth years, onsite review will be conducted by the Ohio Department of Education and Career-Technical Education Planning District to establish a directive plan.

The performance indicators of the program review process are the following:

1. Technical Skill Attainment
 - a. Technical Skill Attainment measures the proportion of concentrators passing technical assessments. These assessments are designed to measure the skills and knowledge learned in a student's career-technical education program.
2. Technical Skill Assessment Participation Rate
 - a. Technical Skill Assessment Participation Rate is the proportion of concentrators who left school in programs with available assessments who were assessed and reported with valid scores.
3. Post-Program Placement
 - a. Post-Program Placement measures the proportion of concentrators who are employed, in an apprenticeship, join the military, or are enrolled in postsecondary education or advanced training in the six months after leaving school.

Five-Year Non-Compliance Review Schedule Starting in FY16

Year of Non Compliance	Actions
1 st Year	District Self-Assessment
2 nd Year	District Self-Assessment
3 rd Year	Corrective Action Plan with Upload of Evidence for Self-Assessment
4 th Year	Onsite Review
5 th Year	Onsite Review

Getting Help

General Assistance

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Technical Assistance

For **technical assistance** specific to a pathway, please contact your career field educational program specialist who are listed on the Ohio Department of Education Office of Career-Technical Education webpage.

Accessing the CTE Compliance System

New users must have access to the SAFE account to access the CTE 26 portal. A SAFE account can be obtained at this link
<https://safe.ode.state.oh.us/portal/>.

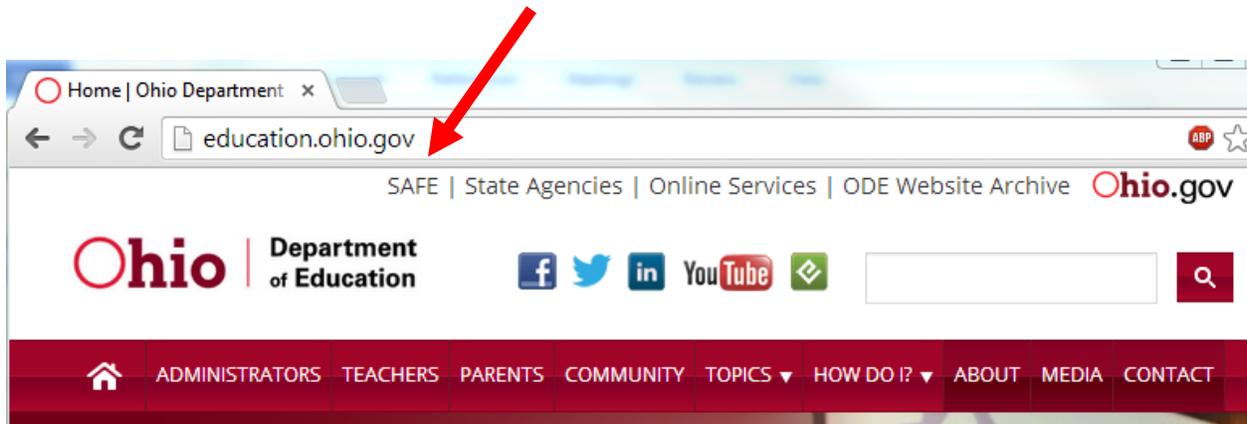
In order to access the CTE 26 portal, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General.

Contact your OEDS organization administrator (associated personnel) to request access to the CTE 26 roles in OEDS.

Accessing the CTE 26 Portal for CTE Program Review

Logging on through the SAFE account

Users can access the online Career-Technical Education (CTE) 26 portal through the Ohio Department of Education's secure Web Portal known as SAFE (Secure Application for Enterprise). Click on the **SAFE** link located at the top of the department's home page. [Note: You must have a SAFE account to sign-in.]



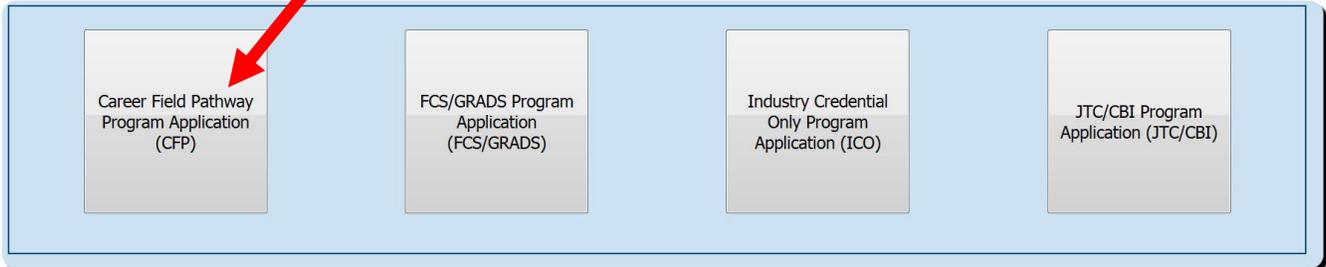
1. After clicking the **SAFE** sign-in link, you should be on a page with the box as seen in the image below.
2. Enter your username and password, and then click the **Sign-In** button.

A screenshot of the 'Sign in with your SAFE Account' form. It includes a checkbox for 'Are you an ODE employee?', a 'User Name' input field, a 'Password' input field, and a 'Sign In' button. A red arrow points to the 'Sign In' button. A link for 'Forgot user name or password?' is also visible.

3. Select the **CTE 26** link.

Web Systems	Description
Collaboration Center	Content Sharing and Work Site
CTE 26	Career Technical Education 26
HRMS	Human Resources Management System
ODE.CORE	Online Licensure System
SAFE Coordinator	SAFE Coordinator
STARS V2.0	STARS Professional Development and Technical Assistance System

1. You will see four application choices. To access the application, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General. Click the button titled **Career Field Pathway Program Application (CFP)**.



Program review surveys for associate members of a Career Technical Planning District are accessible via CTPD IRN. You must have one of the following roles assigned in the OEDS-R to access the program review: Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General. Career Technical Planning District has a read only status for all associate members of a CTPD.

Accessing the CTE Program Review Data

- Once you have selected the Career Field Pathway Program Application (CFP) button, the system will show the search page for the CTE 26 application. In the tool bar at the top of this page, click on Compliance, then click on Compliance Search. This will then route the system to the Program Review Search Page.



- Click on the **Program Period** drop down menu and select **CFP Compliance FY2016** and then select the search button to access the surveys.

COMPLIANCE SEARCH PAGE

PROGRAM PERIOD: **CFP Compliance FY 2016** SURVEY: All

CTPD NAME: COMPLETION STATUS: All

CTPD IRN: COMPLIANCE STATUS: All

DISTRICT IRN:

DISTRICT NAME:

- Click on the **magnifying glass icon** under **Details** to access the surveys.

COMPLIANCE SEARCH PAGE

PROGRAM PERIOD: CFP Compliance FY 2016 SURVEY: All

CTPD NAME: COMPLETION STATUS: All

CTPD IRN: COMPLIANCE STATUS: All

DISTRICT IRN:

DISTRICT NAME:

Organizations:
319 result(s) returned

Program Period Name	Org Name	Org IRN	# Surveys	Report	Details
CFP Compliance FY 2016	Ada	045187	1		
CFP Compliance FY 2016	Adams County/Ohio Valley	061903	1		

- The next page will look like the image below. To access the pathway level data click on the **“Report Card”** tab.

OVERVIEW **REPORT CARD** QUESTIONS SCHEDULE ISSUES / CAPS TECHNICAL ASSISTANCE COMPLIANCE DOCS COMPLIANCE COMMENTS

ORGANIZATION

NAME: Wauseon Exempted Village PHONE: (419) 335-6616
 IRN: 045641 FAX: (419) 335-3979
 WEB URL: https://sites.google.com/a/wauseonindians.org/wvrs2/ EMAIL: lmarz@wauseonindians.org
 COUNTY: Fulton

PHYSICAL ADDRESS

ADDRESS: 126 S Fulton St
 CITY: Wauseon STATE: Ohio ZIP: 43567 - 1350

SUPERINTENDENT

NAME: Larry Brown PHONE: (419) 335-6616 EMAIL: lbrown@wauseonindians.org

MAILING ADDRESS

ADDRESS: 126 S Fulton St
 CITY: Wauseon STATE: Ohio ZIP: 43567 - 1350

TREASURER

NAME: Karen Dameron PHONE: (419) 335-6616 EMAIL: kdameron@wauseonindians.org

- To review pathway data use the select pathway code dropdown menu. You will see all pathways provided by the district. Click on the pathway to view the respective data.

Understanding the Pathway Data for FY2016

Technical Skill Attainment

The Technical Skill Attainment rate reflects the proportion of concentrators who passed the technical test in their Career-Technical Education program. Only students who took tests are included in the passage rate.

Grade	Range	Compliance Status
A	90.0-100.0%	Compliant
B	80.0-89.9%	Compliant
C	70-79.9%	Compliant
D	60.0-69.9%	Non-Compliant
F	Below 60%	Non-Compliant

Participation Rate

Technical Skill Assessment Participation Rate is the proportion of concentrators who left school in programs with available assessments who were assessed and reported with valid scores.

Range	Compliance Status
>90.0%	Compliant
< 89.9	Non-Compliant

Post-Program Placement

The Post-Program Placement Rate reflects the proportion of concentrators who left school in previous year, and in subsequent months after leaving, were employed, in the military, in an apprenticeship, or enrolled in postsecondary education or advanced training. Only students who responded to surveys six to nine months after leaving school are included in this rate.

Grade	Range	Compliance Status
A	93.0-100.0%	Compliant
B	89.0-92.9%	Compliant
C	84--88.9%	Compliant
D	79.0-83.9%	Non-Compliant
F	0.0-78.9%	Non-Compliant

As your district plans, the data ranges for each performance indicator will remain the same in subsequent years.

A district will need to complete the Quality Program Standards Survey for each pathway having at least one non-compliant performance indicator.

Completing the CTE Program Review Survey

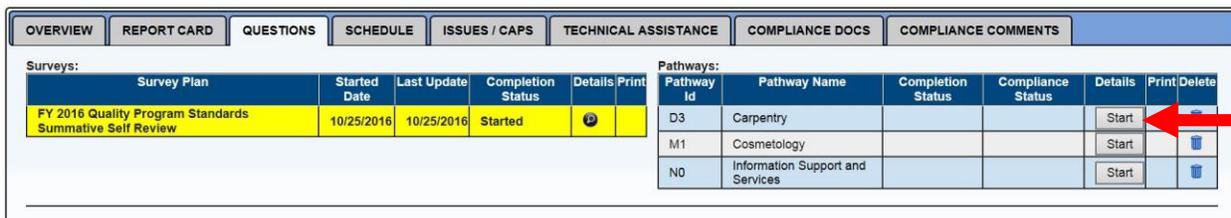
1. To access the Quality Program survey for “Non-Compliant” pathways click on the “**Questions**” tab.



2. To load the **Quality Program Standards Survey** for each “Non-Compliant” pathway click on the “Start”. The system will ask if you want to begin the survey; click “OK” to proceed.

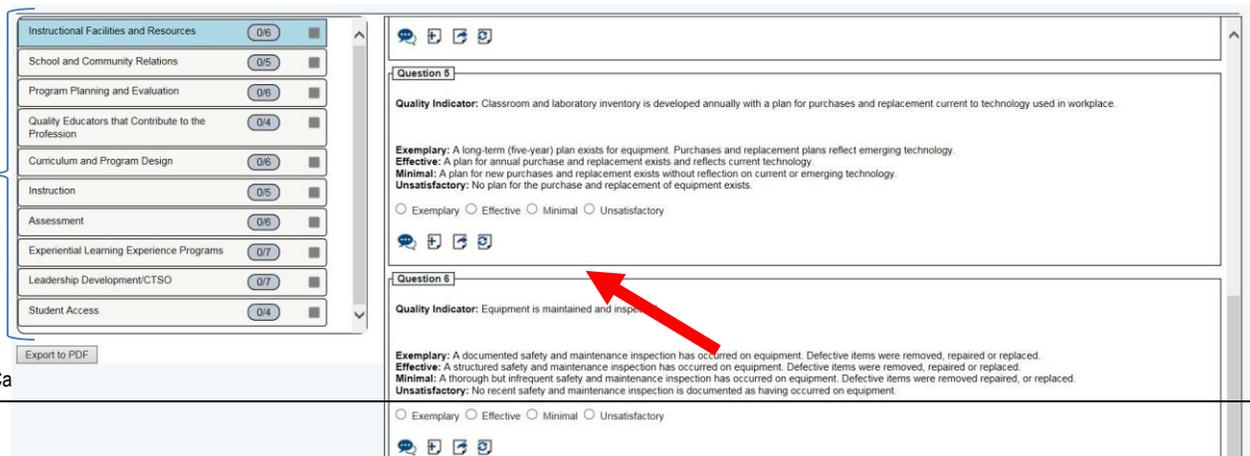


3. To start a Quality Program Standards Survey for a particular pathway, click on the “Start” button.

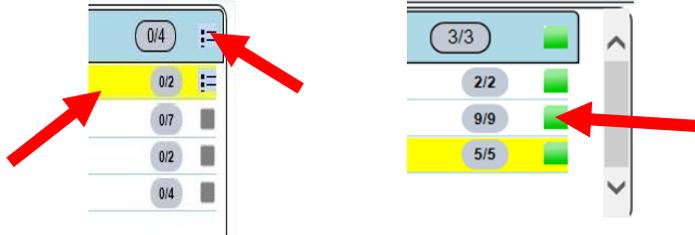


4. Select the appropriate answer for each question in the section and click “**Save**”. To move to the next section, click “**Next**”.

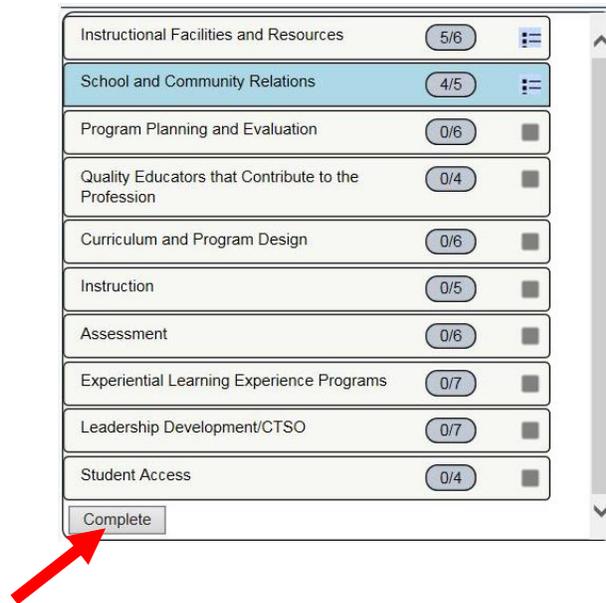
Each section needs to be completed.



3. The system will indicate if there are unanswered questions in the section with the  icon. The count of completed questions out of the number of questions in the section is displayed with this icon . A completed section will be indicated by a green square. A section that has not been started will be indicated by a gray square. You will need to use the scroll bars to see all sections and questions.



5. When all questions and sections have been addressed, **select the “Complete” button to close the survey**. The process will need to be repeated for each “non-compliant” pathway program.



Printing Quality Program Standards Survey

1. Select the print icon specific to the pathway you would like to print.

Pathways:

Pathway Id	Pathway Name	Completion Status	Compliance Status	Details	Print	Delete
A5	Horticulture	Started				
E0	Early Childhood Education	In Progress				
J0	Biotechnology			Start		
J5	Diagnostic Pathway			Start		
J6	Exercise Science/Sports and Recreation Healthcare			Start		
JL	Therapeutic Pathway			Start		
L0	Culinary and Food Service Operations			Start		
L1	Lodging			Start		

Uploading Essential Evidence

(Evidence upload is not necessary until 3rd year of non-compliance status)

1. Local leadership should identify, review and organize all available documentation, addressing, at a minimum, the evidence cited in the Quality Program Standards survey.
2. If essential evidence supports a compliant rating, mark the appropriate box and upload the evidence available.

The screenshot displays a web application interface for uploading evidence. On the left, a sidebar lists various categories with their respective counts and a minus sign icon:

- Instructional Facilities and Resources (06)
- School and Community Relations (05)
- Program Planning and Evaluation (06)
- Quality Educators that Contribute to the Profession (04)
- Curriculum and Program Design (06)
- Instruction (05)
- Assessment (06)
- Experiential Learning Experience Programs (07)
- Leadership Development/CTSO (07)
- Student Access (04)

Below the sidebar is an "Export to PDF" button. The main content area is divided into two sections, each representing a question:

Question 5
Quality Indicator: Classroom and laboratory inventory is developed annually with a plan for purchases and replacement current to technology used in workplace.
Exemplary: A long-term (five-year) plan exists for equipment. Purchases and replacement plans reflect emerging technology.
Effective: A plan for annual purchase and replacement exists and reflects current technology.
Minimal: A plan for new purchases and replacement exists without reflection on current or emerging technology.
Unsatisfactory: No plan for the purchase and replacement of equipment exists.
 Exemplary Effective Minimal Unsatisfactory

Question 6
Quality Indicator: Equipment is maintained and inspected.
Exemplary: A documented safety and maintenance inspection has occurred on equipment. Defective items were removed, repaired or replaced.
Effective: A structured safety and maintenance inspection has occurred on equipment. Defective items were removed, repaired or replaced.
Minimal: A thorough but infrequent safety and maintenance inspection has occurred on equipment. Defective items were removed, repaired, or replaced.
Unsatisfactory: No recent safety and maintenance inspection is documented as having occurred on equipment.
 Exemplary Effective Minimal Unsatisfactory

A red arrow points to the "Effective" radio button for Question 6. At the bottom of the interface are buttons for "Prev", "Save", "Reset", and "Next".

Career-Technical Education Annual Program Review Corrective Action Plan

District Name:

District Number:

CTPD Name:

OPPORTUNITIES FOR IMPROVEMENT As identified in the Self-Evaluation Assessment.	CORRECTIVE ACTION PLAN Established by the district after Summary Report review with CTPD (when applicable and ODE staff	DOCUMENTATION TIMELINE List the specific documentation to be sent to ODE supporting Corrective Action Plan implementation	SET SPECIFIC TARGET DATES Month/Day/Year

Date:

Superintendent name:

Superintendent signature: