Quality Program Review
2024-25 Monitoring Technical Manual

Office of Career-Technical Education
2024-2025

Department of Education & Workforce

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Ohio Department of Education & Workforce

Quality Program Review

Ohio legislation requires the Ohio Department of Education and Workforce and the lead district of each secondary Career-Technical Planning District to conduct an annual review of each career-technical education pathway within the planning district.

The intent of the Ohio Career-Technical Education Quality Program Review is to maximize the use of resources and continuously improve career-technical education. The Career-Technical Education Program Review is a one- to five-year process. The district conducts a self-review and creates and implements improvement strategies for areas identified as noncompliant. This work is completed in collaboration with the Career-Technical Planning District and the Ohio Department of Education and Workforce. The performance measures for the QPR 2023 Pathway Data and beyond align with the **Strengthening Career and Technical Education for the 21st Century Act (Perkins V)** and the **Career-Technical Planning District Report Card**. The performance measures are **Technical Skill Attainment, Work-Based Learning and Post-Program Placement.**

Technical Skill Attainment

Technical Skill Attainment measures the percentage of CTE Concentrators in the reporting year who participated in and received a cumulative score of proficient or higher on the technical assessments aligned to their pathway. If less than 90% of the concentrators take a required technical assessment (participate), the pathway receives a demotion for the Technical Skill Attainment measure.

Work-based Learning

Work-based Learning measures the percentage of career-technical education concentrators who were graduates in the graduation cohort and participated in a minimum of 250 hours of work-based learning.

Post-Program Placement

Post-Program Placement measures the percentage of status known CTE Concentrators who left Secondary Education the previous year and were enrolled in postsecondary education or advanced training, in military service, a service program, an apprenticeship or employed. If the status known is less than 85%, the pathway receives a demotion for this measure. If the status known is 95% or more, the pathway receives a promotion for the Post-Program Placement measure.

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Getting Help

General Assistance

Matt Winkle
Office of Career-Technical Education
(614) 995-5286
Matthew.Winkle@education.ohio.gov

Technical Assistance

For **technical assistance** specific to a pathway, please contact your assigned Education Program Specialist as listed on the Office of Career-Technical Education web page.

Accessing the CTE Compliance System

New users must have access to an OH|ID account to access the CTE-26 portal.

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**.

Career-Technical Planning District personnel accessing the CTE-26 portal to review member districts' QPR information must have one of the following roles assigned in the Ohio Education Directory System (OEDS-R) under the Career-Technical Planning District organization IRN: **Superintendent, Superintendent Designee**.

Accessing the Monitoring Portal
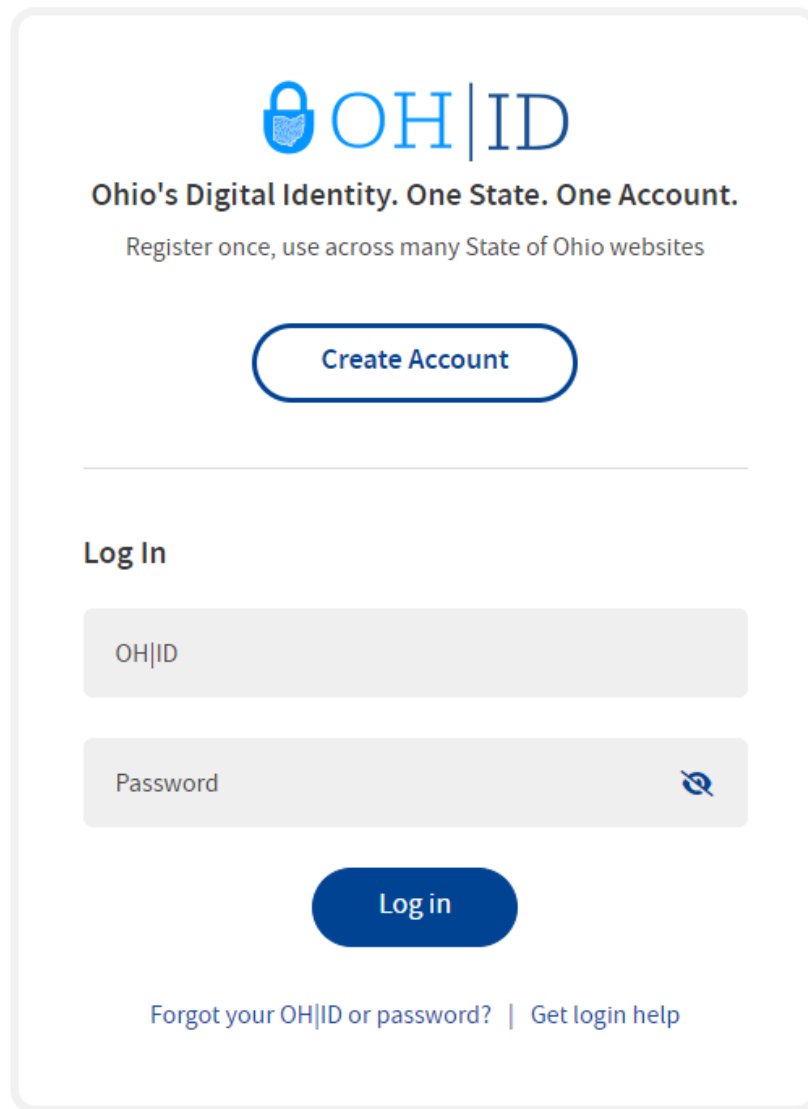
Logging on through the OH|ID account

Users can access the online Monitoring portal through the State of Ohio's secure Web Portal known as OH|ID (Ohio's Digital Identity). Click on the **Login** link located at the top of the Department's home page. Note: You must have a OH|ID account to sign-in.
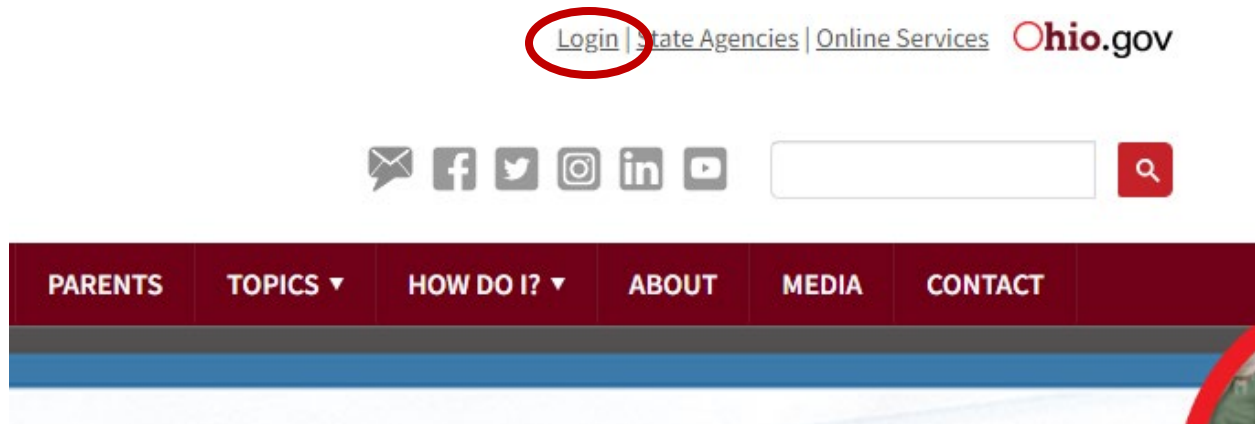
Choose a login option and you will be taken to the appropriate screen where you can login to your OH|ID account.

My Apps

Select the Monitoring App. **Note:** If the Monitoring App does not appear in the OH|ID My Apps, please verify personnel have the appropriate role assigned in the Ohio Education Directory System (OEDS-R).

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.

CTPD (Career-Technical Planning District) personnel reviewing member district pathways must be assigned one of the following OEDS roles – **Superintendent** or **Superintendent-Designee**.
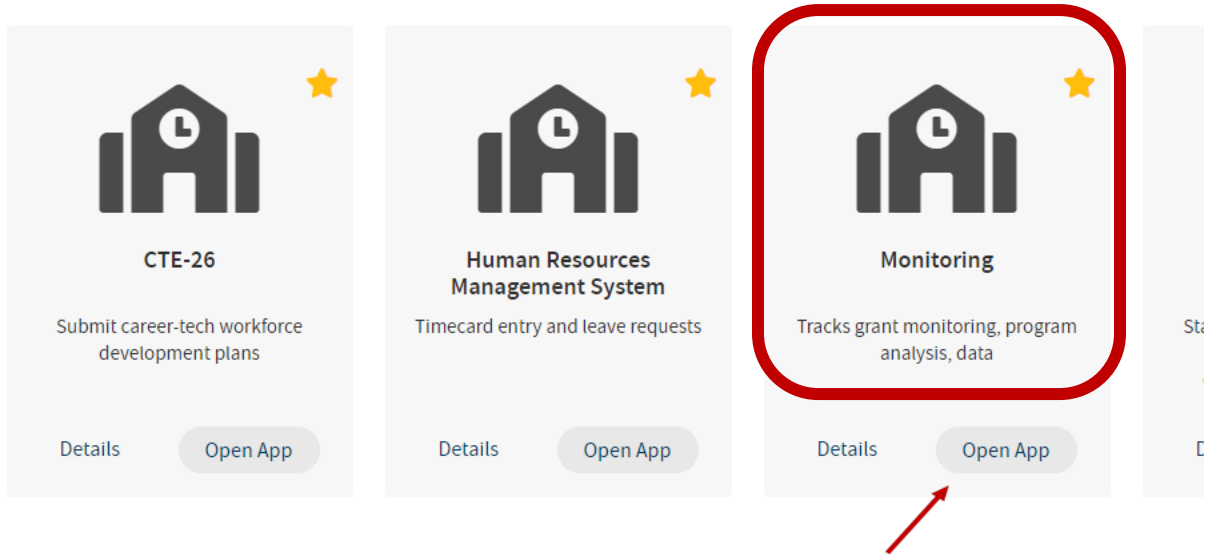
CTE Quality Program Review

From the **Monitoring App** select the organization you wish to view.

Note: The IRN selected may limit or extend the users access based on the organization selected and their assigned OEDS roles.
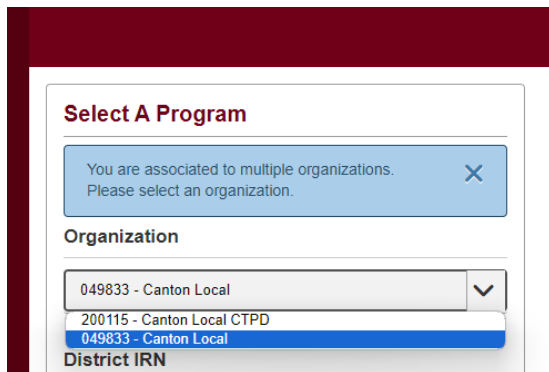
*You **MUST** select the district IRN to complete surveys or submit action plans.*

The CTPD IRN should only be used by the lead district superintendent/ superintendent designee to view member district data.

After choosing an organization, select CTE Quality Program Review under **Select A Program**.

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Accessing the CTE Quality Program Review Data

1. From the **Basic Search** tab click **Search** and your organization(s) will be returned in the **Search Results** at the bottom of the screen.

2. Click the blue link under **Search Results** to access the dashboard.

3. Select the **Report Card** tab to view your pathway data.

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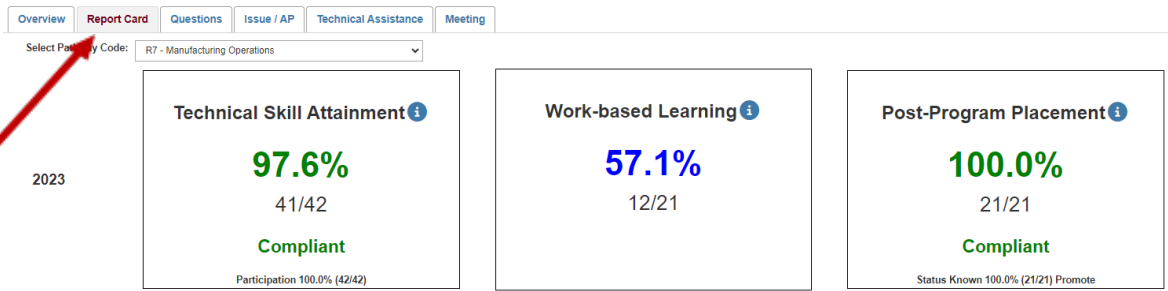
4. Use the **Select Pathway Code:** dropdown to access other pathways within your organization.
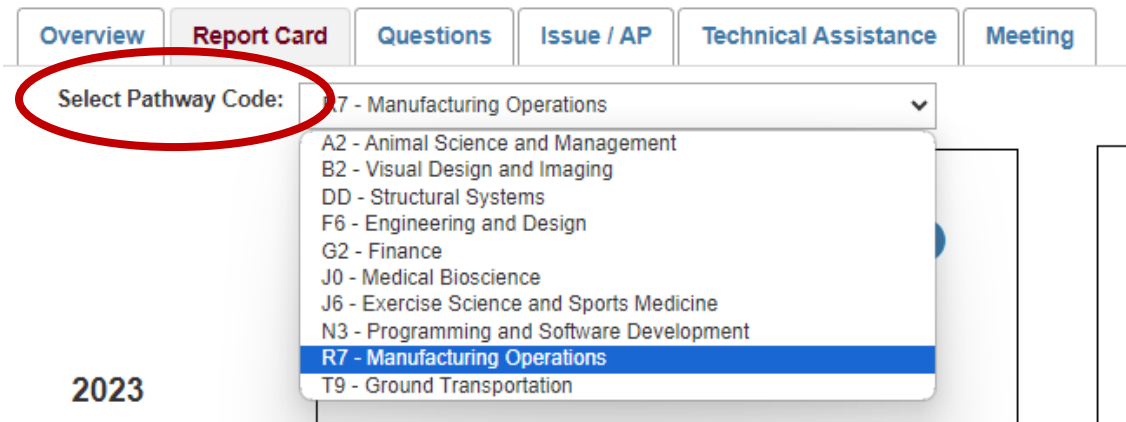
5. Hovering over the information ⓘ icon will provide a basic description of the measure.

   For more information, please review the Quality Program Review Guidebook.
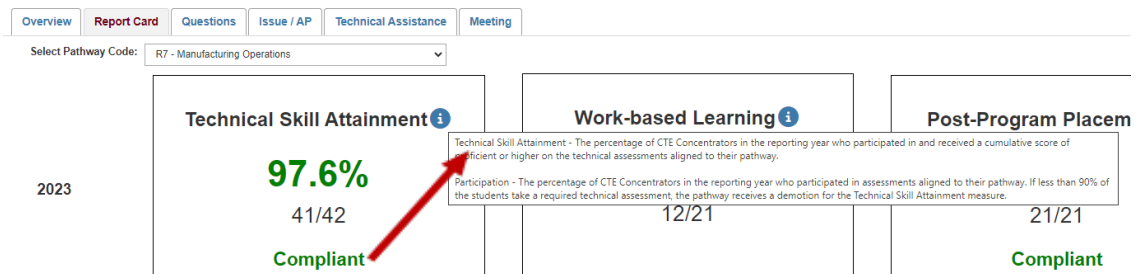
6. Alternatively, districts may choose to view all pathways at once using the **Report Card Search** function. Selecting the Details button for a pathway will return the user to the Report Card screen as shown above in step 3.

Note: The returned results are for pathway compliance. Clicking the District link for a pathway will return the user to the Report Card screen as shown above in step 3.

Pathway	Pathway Description	Compliant	Tech Skill %	Work-Based Learning %	Post Placement %
A0	Agribusiness and Production Systems	Is Compliant	93.90	28.10	91.50
A1	Industrial Power Technology	Is Compliant	100.00	82.60	100.00
A2	Animal Science and Management	Is Compliant	93.20	87.00	100.00
A5	Horticulture	Is Compliant	86.10	57.10	93.80
A6	Natural Resource Management	Is Compliant	100.00	83.30	100.00
B2	Visual Design and Imaging	Is Compliant	100.00	50.00	95.00
DE	Mechanical, Electrical and Plumbing	Is Compliant	99.30	40.30	93.60

Completing the CTE Program Review Survey

1. To access the Quality Program survey for "Non-Compliant" pathways select the Questions tab and click the **Add Pathway(s**) button.

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2. Select the pathway you want to add and click Add New Pathways. To select multiple pathways, hold the Shift key and select all pathways you want to add.
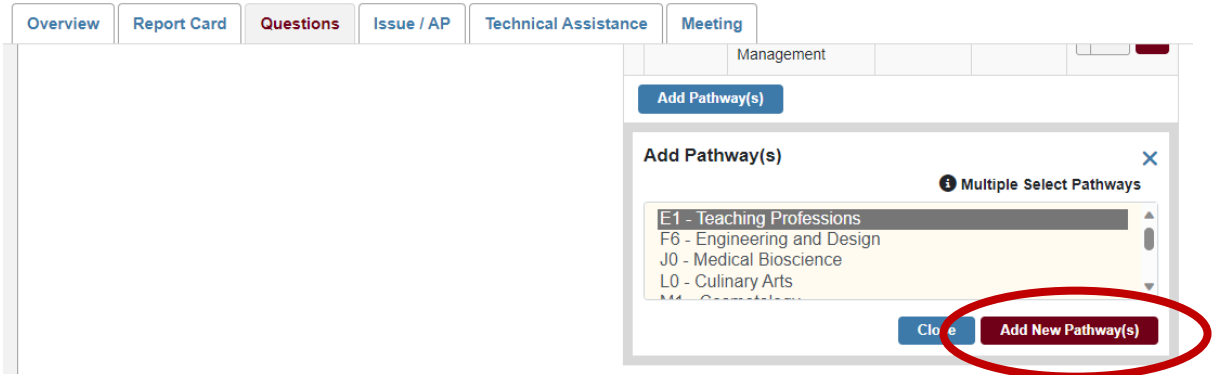
Under very limited circumstances, a pathway may not be required to complete a survey or submit an action plan. If you feel this might be the case, please answer the questions below.

1. Does the program currently have students who will be finishing the program this year or in a subsequent year? If so, you will need to complete the survey and submit an action plan.
2. Is the teacher moving to teach another pathway or delivering CTE? If so, you will need to complete the survey and an action plan.

If the answer to both questions is NO, please contact your assigned program specialist. Do **NOT** select **Start Survey** until you have discussed with your assigned program specialist.

3. Click the Start Survey link to begin

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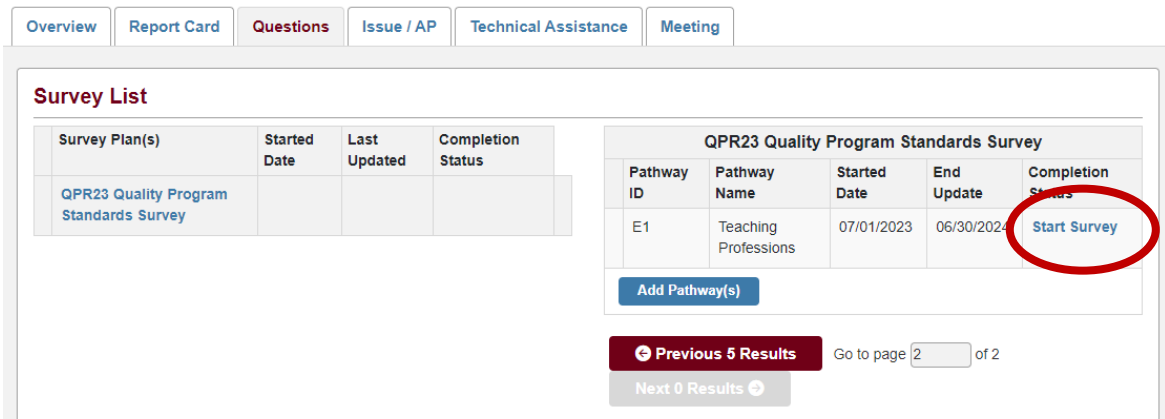
4. Scroll down to the **Questions** section and begin taking the survey. <mark>If the pathway was non-compliant last year and a survey was completed, the answers to the questions will be pre-populated based your previous survey (See #5 below).</mark>

5. **For previously non-complaint pathways only (survey completed last year) – all others skip to step 6.** Your answers from the previous years survey will be pre-populated when you open the survey, but the sections will not show as completed.

Please review each section and update as applicable. If you do not change any responses in a section, you will need to uncheck and check the acknowledgement box (Question 1) in order to show the section as complete.

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6. As you complete the survey, answers will save automatically, and the Question and Section indicators will track completion.

7. You are required to have at least one **answer** with a 'Create Issue' status in your survey in order to submit. These will create the Issues that you will potentially use to write your Action Plans.

  Complete the survey collaboratively in paper format with all stakeholders prior to entering the answers in the Monitoring System to allow for discussion and determination of 'Create Issue' answer(s.)

8. After answering all questions (all radial buttons are green), change the Completion Status to Submitted and click the Save icon.

9. Submitting the Survey will create an Issue for each 'Create Issue' answer from the survey, which you will use when submitting your Action Plan(s).
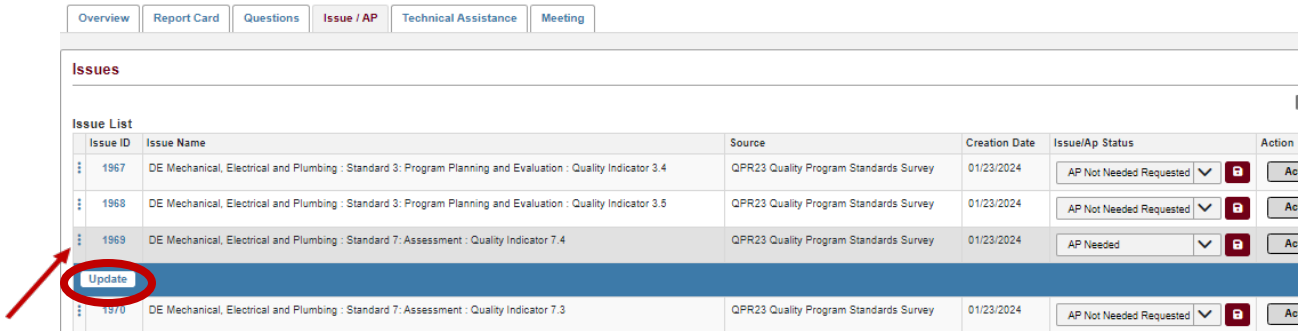
Submitting Action Plans

One Action Plan is required for each non-compliant area of each non-compliant pathway. Make sure you are addressing the correct pathway and issue for each rating. **The Action Plan Goal template** can be found under the **Resources** section of the [Quality Program Review](#) home page.

1. Move to the **Issue/AP** tab, change the status of the **issue you wish to work** with to **AP Needed Requested** and click the 🔲 icon. For all issues you are not submitting an action plan for, change **Issue Status** to **AP Not Needed Requested** and click the 🔲 icon.
   Be sure to refresh your browser window before proceeding to the next step, which will change the Issue Status to AP Needed.

2. Click ⋮ to expand the issue and select **Update**.

3. The **Update Issue** work area will open.

4. Scroll down to the **Action Plan** tab (bottom of screen) and type 'Action Plan uploaded in documents. Then click the Documents button to open the upload screen.

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5. Click the **+Add Documents** button and then select **Other Electronic Document** from the **Document Type** dropdown.
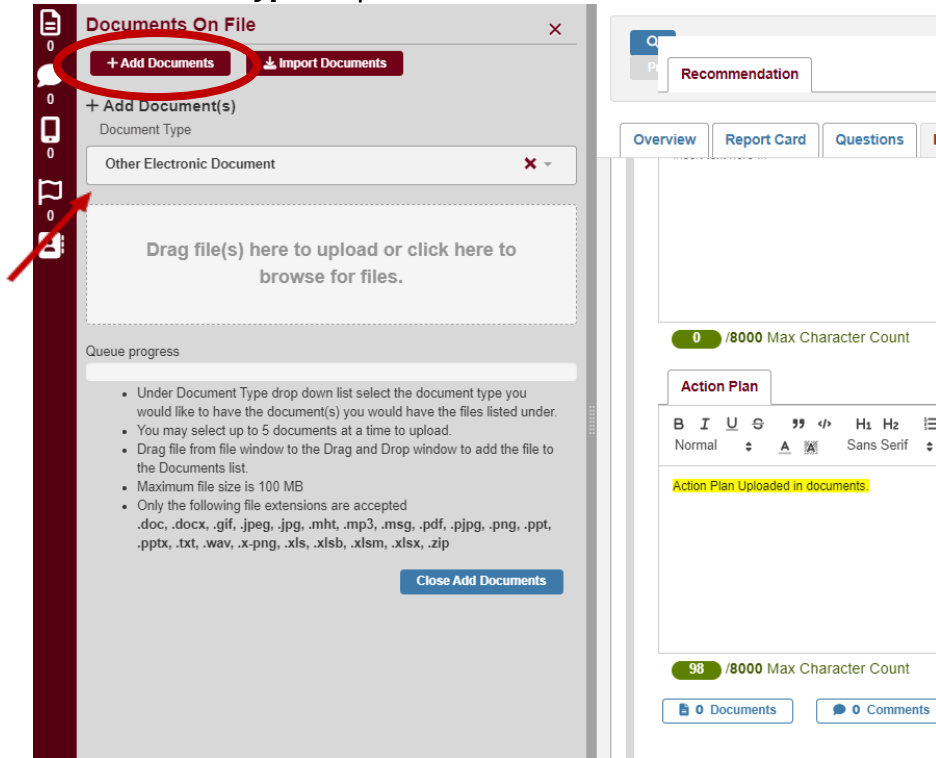
6. Drag and drop or browse and upload your Action Plan file. After your document appears in the list at the bottom of the screen, close the Add Documents screen.
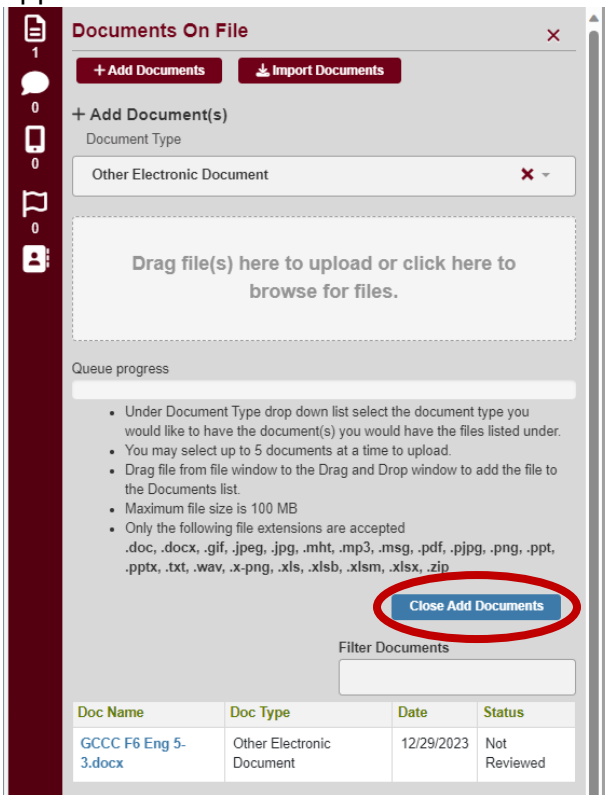
7. Close the **Documents on File** window and it will show that your document has been attached to the Action Plan tab. Click **Update Issue**.
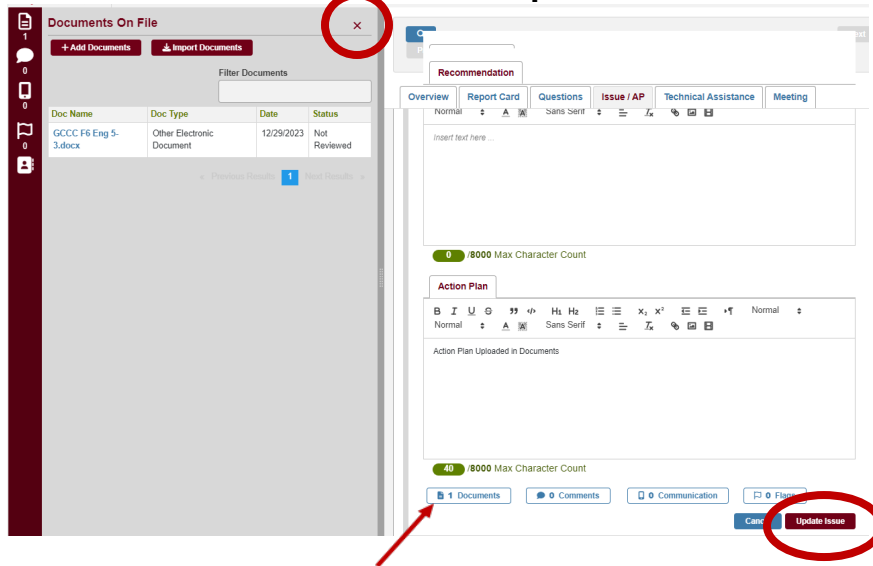
8. Change the **Issue Status** to AP Submitted and click the ⬛ icon.

For all issues you are not submitting an action plan for, ensure the **Issue Status** has been changed to **AP Not Needed Requested** and click the ⬛ icon.

9. After uploading action plan(s) and moving all issues to **AP Submitted** or **AP Not Needed Requested**, email your assigned education program specialist (EPS) and they will move submitted action plans to **AP Needs Superintendent Approval**.

*If submitting multiple action plans, consider waiting until issues all are in **AP Submitted or AP Not Needed Requested** status before emailing your assigned EPS.*

Approving Action Plans (Superintendent)

Action plans can only be approved by the **Superintendent or Superintendent Designee.** To approve submitted action plans, be sure you have the correct OEDS role and are logged in to the **Monitoring** application under your district IRN (pp. 4-7).

*View Issue **Search Tips** (pp. 18) below to filter results by Issue/AP Status.*

1. From the Issues tab, locate **AP Needs Superintendent Approval** issues in the **Issue/AP Status** column. Click the Issue number to open the **View Issue** window.

2. Click the **Documents** icon at the bottom of the **View Issues** page to access action plant documents.
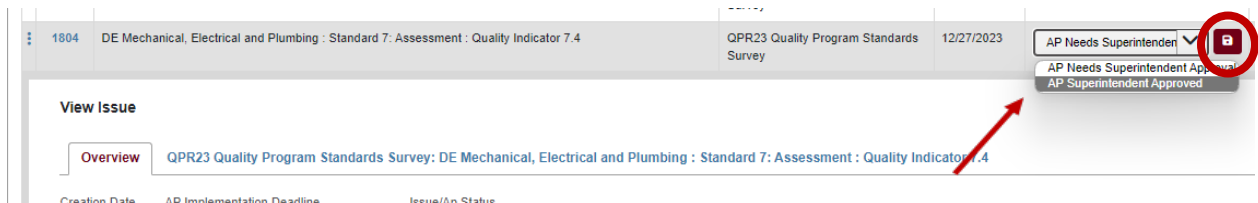
3. Select the document.

4. Download the document.
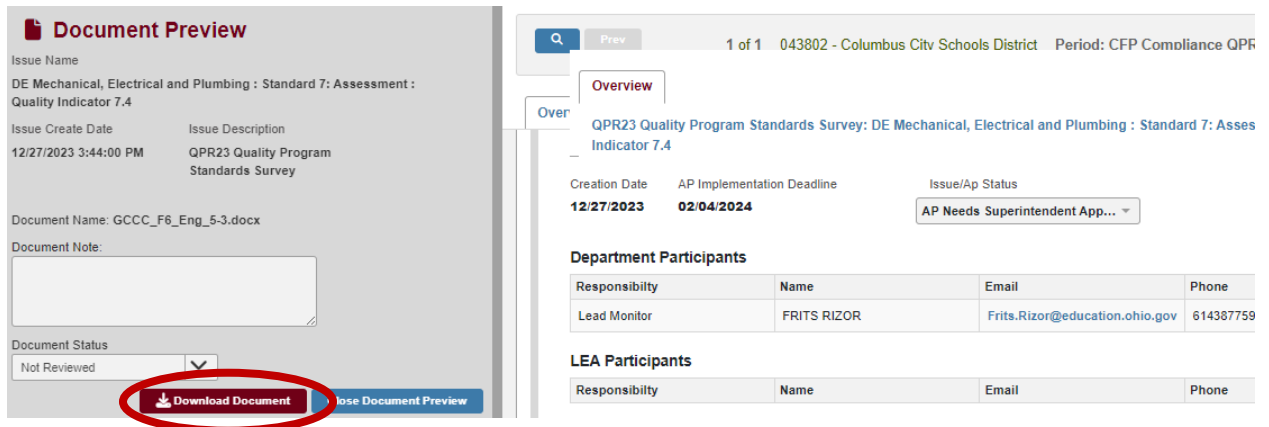
5. To approve after reviewing the document, change **Issue Status** to **AP Superintendent Approved** and click the 🖫 icon.

6. If the action plan is not acceptable as written, leave the **Issue Status** as **AP Needs Superintendent Approval** and collaborate with the team to submit a revised action plan (Steps 2-7 pp. 12-15). They will leave the **Issue Status** as **AP Needs Superintendent Approval**.

   Your assigned ODEW Career Tech Program Specialist can remove the original document from the system.

Search Tips

To filter search results by a survey or issue status, select the Issue Search tab from the Monitoring home page select fields to produce desired results. The steps below would allow the user to filter by issues submitted that require superintendent approval for an action plan for the 2023 Quality Program Review.

1. Select the **Issue Search** tab.
2. Select the appropriate **Fiscal Year.**
3. Change the **Issue Status** to AP Needs Superintendent Approval.
4. Click the Search button

Results displayed are only those issues with **AP Needs Superintendent Approval** status.

Resources

[CTE Quality Program Review Homepage](#)

[CTE Planning, Funding and Accountability Homepage](#)

[CTE Data & Accountability Homepage](#)

[CTE Standards, Assessments and Licensure Homepage](#)

[Career Technical Planning District (CTPD) Report Card Technical Documentation](#)

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