2016-17 Evaluation Document Submission

General Guidelines:

• All documents must be uploaded into Epicenter

• Required submission types will be listed in each sponsor’s task queue

*A submission type is the title given to a request for documentation within the Department’s online platform, Epicenter.*
2016-17 Evaluation Document Submission

Document submission windows:

• Academic Performance: None
• Quality Practice: February 3 – April 30
• Compliance: February 3 – June 30
Accessing Epicenter

Click the Sign In link on the Epicenter home page

A Web-Based Solution for Advancing Excellence in Education

Schools • Boards • Authorizers • Service Providers • Associations
Accessing Epicenter

Enter your Sign In name and password
## Accessing Epicenter

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Organization: Office of Quality School Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Due in Next 7 Days</td>
<td></td>
</tr>
<tr>
<td>33 Total in Queue</td>
<td></td>
</tr>
<tr>
<td>33 Are New</td>
<td></td>
</tr>
</tbody>
</table>

**Operating Type**
- 1 Community School
- 1 Sponsor

**School Status**
- 1 Operating
- 1 Sponsor Compliance Review

**Sponsor Status**
- 1 Operating
- 1 Quality Review
- 1 Compliance Review
- 1 Improvement

**Sponsors**
- 2 Dexter City

**My Profile**

**Help**

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**SCHOOL CENTER**

**DOCUMENT CENTER**

**COMPLIANCE CENTER**

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**EPICENTER**

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[Contact Us](#)
Accessing Epicenter

Home > Document Center

Document Center Search

Enter a submission type name or filename in the box below and click the Search button.

If your search requires more detail, click the Advanced Search link to access Epicenter’s advanced view.

Key Submissions

Upload Submission

For help, click the Help button or contact Epicenter Support at 855-889-1624
2016-17 Document Submission

Improvements to Epicenter

• Sponsors can “Add,” “Remove” or “Replace” a file within a submission type BEFORE the submission deadline
2016-17 Document Submission

How to Replace a File

Replace

Remove

Add

Close
2016-17 Document Submission

Improvements to Epicenter

• Sponsor documents are stored in a bank, so sponsors can also select previously uploaded documents within the system
2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 1: SelectPreviously Uploaded File
2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 2: Select the **Search** link
2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 3: Search for your Submission using the Advanced Search link
2016-17 Document Submission

How to Use a Previously Uploaded Document

Step 4: Select the Submission and choose the **Reuse** button
2016-17 Document Submission – Quality Component
2016-17 Quality Document Submission

Improvements to Submission Types

• **ONE** submission type per standard
• Does not limit the number or type of documents submitted for each standard
• Sponsors determine which documents to upload
  – More control over what is being evaluated
# 2016-17 Quality Document Submission

Example:

<table>
<thead>
<tr>
<th>2015-16 Submission Type</th>
<th>2016-17 Submission Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Organizational Chart</td>
<td>A.05 – Staff Expertise*</td>
</tr>
<tr>
<td>7. Staff/Board Resumes</td>
<td></td>
</tr>
</tbody>
</table>

* Sponsors can upload any document it deems relevant to the standard.
2016-17 Quality Document Submission

Improvements to Submission Types

• Sponsors must upload **ALL** documents it wants the evaluation team to consider for each individual standard

  –This is true **even if** a document was uploaded for an earlier submission type
2016-17 Quality Document Submission Guidance

Example:

<table>
<thead>
<tr>
<th>A. Commitment and Capacity</th>
<th>Examples of Relevant Documents</th>
<th>Examples of Unacceptable Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.01 – Mission and Strategic Plan</strong>&lt;br&gt;The sponsor has a clear mission and a strategic plan for sponsoring community schools.</td>
<td>- Website screenshot with sponsoring mission&lt;br&gt;- Sponsor’s strategic plan</td>
<td>- School’s mission statement&lt;br&gt;- School’s strategic plan</td>
</tr>
<tr>
<td><strong>A.02 – Goals and Self-Evaluation</strong>&lt;br&gt;The sponsor uses a defined improvement process to evaluate its work and to implement strategic actions based on the findings.</td>
<td>- Template for sponsor’s improvement process&lt;br&gt;- Minutes from meetings pertaining to use of improvement process and/or self-evaluation (with dates)&lt;br&gt;- Evidence of creation and completion of action steps resulting from the improvement process</td>
<td>- School-level improvement plan</td>
</tr>
<tr>
<td><strong>A.03 – Roles and Responsibilities</strong>&lt;br&gt;The sponsor provides guidance and offers training to assist schools in understanding the roles and responsibilities outlined in the contract.</td>
<td>- Guidance document that defines sponsor and school roles and responsibilities&lt;br&gt;- Emails clarifying the roles and responsibilities of each party&lt;br&gt;- Certification forms from the school indicating staff members understand each party’s roles and responsibilities&lt;br&gt;- Attendance sheets, presentation materials, etc. from a sponsor-led training on roles and responsibilities</td>
<td>- School staff job descriptions</td>
</tr>
</tbody>
</table>
2016-17 Quality Document Submission Guidance

• Sponsors should still review the Quality rubric carefully before uploading documents

• Examples and non-examples are meant as a guide only
  – Do NOT guarantee a specific rating
  – Are NOT intended to be comprehensive or prescriptive
2016-17 Quality Document Submission

• If a document evidences sponsor action, be sure the date of that action falls within the review year
  – July 1, 2016 through June 30, 2017

• ALL submitted documents should evidence sponsor action, NOT school action
Document Requirements
How many examples are required?

For specified standards:

• Evaluators will randomly select a list of each sponsor’s schools for document submission
  – The selection reflects the range of the sponsor’s portfolio of schools
    • e.g. site-based schools, e-schools, DOPR, etc.
How do I know which standards are specified?

• When sponsors are required to upload evidence for the selected list of schools, the standard indicates this through a note following the rubric
Example of a specified standard:

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF SHARING PROFESSIONAL DEVELOPMENT OPPORTUNITIES WITH ITS SCHOOL(S) WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

<table>
<thead>
<tr>
<th>1 Point</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community schools once or twice per year --or-- The sponsor mandates that its school(s) participate in specific professional development beyond any training that is a requirement of the contract.</td>
<td>The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community school(s) three or more times per year.</td>
<td>2-Point Requirements --and-- The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its school(s) according to a process:</td>
<td>3-Point Requirements --and-- The sponsor submitted evidence of using the results of a needs assessment to determine which professional development opportunities it shares and/or offers.</td>
</tr>
</tbody>
</table>

NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Note: The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.
2016-17 Quality Document Submission

Language of a specified standard:

**Note:** The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.
How do I know which standards are specified?

• If the standard does not contain this note, the sponsor is not required to upload evidence for a selected list of its schools
How many examples are required?

• Sponsors should carefully review the rubric to determine how many examples per school (or per other action) are needed to earn each rating
2016-17 Quality Document Submission

How many examples are required?

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF SHARING PROFESSIONAL DEVELOPMENT OPPORTUNITIES WITH ITS SCHOOL(S) WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

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</table>
| The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community school(s) once or twice per year.  
—or—
The sponsor mandates that its school(s) participate in specific professional development, beyond any training that is a requirement of the contract. | The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its community school(s) three or more times per year. | 2-Point Requirements —and—
The sponsor submitted evidence that it shares and/or offers information about professional development opportunities with its school(s) according to a process. | 3-Point Requirements —and—
The sponsor submitted evidence that at least one of the professional development opportunities it shared and/or offered was specific to community schools.  
—and—
The sponsor submitted evidence of using the results of a needs assessment to determine which professional development opportunities it shares and/or offers. |

NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Note: The sponsor must submit evidence for a specific set of its sponsored schools, which was randomly selected by the vendor. The list includes at least one of each type of sponsored school (i.e. e-schools, DOPR schools, etc.). All sponsors received a list of the selected schools and the list is available to sponsors in Epicenter.
What about contracts?

- Evaluators will randomly select at least 10% of each sponsor’s schools for contract review
  - The selection will reflect the range of the sponsor’s portfolio of schools
    - e.g. site-based schools, e-schools, DOPR, etc.
2016-17 Quality Document Submission

What about contracts?

• Sponsors should **NOT** upload contracts for any standard

• Sponsors **SHOULD** ensure that the most recent contract, including all attachments and modifications, has been uploaded to Epicenter for each of its schools
What about contracts?

- The list of selected schools for contract review may be different from the list of schools selected for other rubric items.
Will any additional documentation be considered?

- Evaluators may take the entire body of submitted documents into account to assess some standards.
- The Department will provide evaluators with corroborating data for some standards.
2016-17 Quality Document Submission

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE THAT IT IS AWARE OF ITS OBLIGATION TO INTERVENE IN ACCORDANCE WITH OHIO LAW WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

<table>
<thead>
<tr>
<th>1 Point</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sponsor’s reviewed contract(s) state conditions that may trigger intervention according to statutorily required language.</td>
<td>1-Point Requirements—and—The sponsor submitted evidence that it communicates, apart from statutory language, the conditions that may trigger intervention through the contract or separate guidance.</td>
<td>2-Point Requirements—and—The sponsor submitted evidence that it communicates, apart from statutory language, the types of actions and consequences that may ensue, through the contract or separate guidance.</td>
<td>3-Point Requirements—and—The sponsor submitted evidence that it communicates a process for resolving issues to avoid possible actions and consequences, through the contract or separate guidance.</td>
</tr>
<tr>
<td>-OR-</td>
<td>If there is evidence of a school contract violation and/or performance deficiency, the sponsor provides evidence of intervening.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The entire body of submitted documentation may be taken into account during the review of this standard.

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.
Important Reminders

• **NEVER** upload confidential, personally identifying information
  – e.g. addresses, phone numbers, social security numbers

• Parent and student names must also be removed or redacted
Important Reminders

• **NEVER** upload any document that is not public
  
  –e.g. Safety Plans
Quality Component Sponsor Interview

2016-17 Sponsor Interview

• No additional documents will be collected during or after the interview
Not Applicable Standards
Not Applicable Standards

How to Identify

• Look for:
  – Directions to upload a memo
  – Check box for evaluators after the rubric

• If there are no directions or check box, the standard WILL be scored for ALL sponsors
Not Applicable Standards

E.03 – Non-Renewal Notification: If the sponsor non-renews a school, it explains its rationale for this decision in writing and provides timely notice to the school’s families.

Key Indicators:
- When the sponsor non-renews a school, it explains its decision with a prompt, written notification.
- The sponsor also provides prompt written notification of non-renewal to the school’s families.

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF COMMUNICATING ITS DECISION TO NON-RENEW A SCHOOL DURING THE REVIEW YEAR TO THE SCHOOL OR THE SCHOOL’S FAMILIES WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

<table>
<thead>
<tr>
<th>1 Point</th>
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<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sponsor submitted evidence that it sent written notification of its non-renewal to the school but did not include any explanation --or-- The sponsor did not submit evidence that it notified the school’s families of the non-renewal as of April 30.</td>
<td>The sponsor submitted evidence that it sent written notification of non-renewal to the school citing statutory language only --and-- The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than April 30.</td>
<td>The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language --and-- The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than March 1.</td>
<td>The sponsor submitted evidence that it sent written notification of non-renewal within 14 days of making the decision that included an explanation beyond statutory language --and-- The sponsor submitted evidence that it notified the school’s families of the non-renewal no later than January 15.</td>
</tr>
</tbody>
</table>

SPONSORS THAT DID NOT NON-RENEW ANY SCHOOLS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.

☐ Evaluators: Check this box if the sponsor did not non-renew any schools during the 2016-17 school year. Such sponsors are not evaluated on this standard.
Not Applicable Standards

• If an entire standard is Not Applicable to a sponsor, it must upload a document with a statement explaining why.

• Sponsors that believe the standard is Not Applicable to them but do not upload a memo will earn a score of 0.
Not Applicable Standards

• If a sponsor uploads a memo stating the standard is Not Applicable but the standard is applicable to the sponsor, it will earn a score of 0
Not Applicable Standards

• Some check boxes only dismiss a PORTION of the standard from scoring

• When in doubt, contact the Office of Community Schools
Not Applicable Standards

B.05 – Reviewer Protocols: Reviewers carefully and consistently examine application materials.

Key Indicators:
- The sponsor has specific protocols for evaluating applications which include a rubric with selection criteria.
- The protocols require each reviewer to score and document the rating for each selection criteria.
- Reviewers are trained on the protocols prior to reviewing applications.

FAILURE OF THE SPONSOR TO SUBMIT PROTOCOLS FOR EVALUATING APPLICATIONS OR EVIDENCE THAT REVIEWERS RECEIVE TRAINING ON THE PROTOCOLS WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

<table>
<thead>
<tr>
<th>1 Point</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sponsor submitted evidence of written protocols for evaluating applications.</td>
<td>The sponsor submitted evidence of detailed written protocols for evaluating applications.</td>
<td>The sponsor’s submitted detailed written protocols for evaluating applications, which include a rubric with selection criteria and require each reviewer to score and document the rating for each selection criteria.</td>
<td>3-Point Requirements: and-- The sponsor submitted evidence of reviewer calibration and-- All reviewers receive training on the protocols annually.</td>
</tr>
<tr>
<td>–or--</td>
<td>–and--</td>
<td>–and--</td>
<td></td>
</tr>
<tr>
<td>There is some evidence that reviewers receive training on the protocols.</td>
<td>There is some evidence that reviewers receive training on the protocols.</td>
<td>New reviewers receive training on the protocols.</td>
<td></td>
</tr>
</tbody>
</table>

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

SPONSORS THAT DID NOT RECEIVE ANY APPLICATIONS DURING THE 2016-17 SCHOOL YEAR MUST UPLOAD A MEMO STATING THAT A PORTION OF THE STANDARD IS NOT APPLICABLE AND WHY. THE DEPARTMENT MAY SUPPLY THE EVALUATION TEAM WITH CORROBORATING INFORMATION.

☐ Evaluators: Check this box if the sponsor did not receive any applications during the 2016-17 school year. Such sponsors are evaluated only on the application review protocols and training portion of this standard.
Not Applicable Standards

• If a portion of the standard is Not Applicable to a sponsor, it must upload a document with a statement explaining why.

• Sponsors that believe a portion of the standard is Not Applicable but do not upload such a memo will be rated on the entire standard.
Not Applicable Standards

• Only a few standards may be scored Not Applicable
  – Standards B.06, E.02 and E.03

• A few standards may also have portions that are Not Applicable:
  – Standards B.05, E.04 and E.05
Not Applicable Standards

• Please note that the Application Process & Decision-Making Critical Area **WILL BE SCORED** for **ALL** sponsors
  
  – Regardless of intentions or eligibility to sponsor additional schools
Optional Documents
Narrative Explanations (Optional)

For specified standards:

- Sponsors may upload a narrative explanation of how submitted documents support the practice being assessed
  - Narrative explanations are optional
Narrative Explanations (Optional)

How do I know which standards are specified?

• When sponsors may submit a narrative explanation, the standard indicates this through an “optional” note following the rubric.
Example of a specified standard:

A.02 – Goals and Self-Evaluation: The sponsor uses a defined improvement process to evaluate its work and to implement strategic actions based on the findings.

Key Indicators:
- The improvement process occurs annually according to a defined process
- The sponsor uses the findings from this process to develop goals and implement strategic action steps
- The sponsor uses this process to evaluate its work against national standards for community school sponsors (e.g. National Association of Charter School Authorizers - NACSA)

FAILURE OF THE SPONSOR TO SUBMIT EVIDENCE OF A EVALUATING ITS SPONSORING OBLIGATIONS WILL RESULT IN THE SPONSOR RECEIVING 0 POINTS FOR THIS STANDARD.

<table>
<thead>
<tr>
<th>1 Point</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The sponsor submitted evidence that it evaluates its sponsoring obligations --but-- The sponsor did not submit evidence of using a defined improvement process to do so.</td>
<td>The sponsor submitted evidence that it uses a defined improvement process to evaluate its sponsoring obligations --and-- The sponsor has written goals for improvement.</td>
<td>2-Point Requirements --and-- The sponsor submitted evidence that it develops and implements action steps based on the findings from its improvement process.</td>
<td>3-Point Requirements --and-- The improvement process includes a way for the sponsor to compare its work to national standards for sponsoring.</td>
</tr>
</tbody>
</table>

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.
Language of a specified standard:

Optional: The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.
How do I know which standards are specified?

• If the standard does not contain this “optional” note, the sponsor may not provide a narrative explanation.
Narrative Explanations

List of standards for which a narrative explanation may be submitted:

• Commitment & Capacity: A.02, A.04, A.06, A.07
• Application Process & Decision-Making: B.05, B.06
• Performance Contracting: C.03
Narrative Explanations

List of standards for which a narrative explanation may be submitted (continued):

• Oversight & Evaluation: D.06
• Termination & Renewal Decision-Making: E.02
• Technical Assistance: F.01, F.03

TOTAL: 11 standards
How to Upload Narrative Explanations

• Sponsors must use the Narrative Explanation Form provided within Epicenter.

• The form specifies the maximum length that the explanation can be.

• Explanations that are not submitted via this form will not be considered.
How to Upload Narrative Explanations

Narrative Form

OPTIONAL Narrative Evidence in Support of Submitted Documentation  
for the Quality Component of the 2016-17 Sponsor Evaluation

The sponsor may submit a narrative explanation of how the submitted documents support the sponsor’s practice as it pertains to this standard. Evaluators may use narrative explanations in the scoring process if they are substantiated by documentary evidence.

Standard Number __________ Standard Title ____________________________
How to Upload Narrative Explanations

• The Narrative Form template can be accessed within the “Resources” section of each specified standard.

• Download the Narrative Form, add the explanation, and upload it according to the normal procedures for document submission in Epicenter.
Office of Community Schools

25 S. Front Street, Mail Stop 307
Columbus, Ohio 43215

614-466-7058
877-644-6338 (toll-free)

community.schools@education.ohio.gov

http://education.ohio.gov/Topics/Community-Schools
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