Sponsor Performance Evaluations
(ORC 3314.016)

Three Components

• Academic performance
• Compliance with laws and rules
• Adherence to quality practices
Compliance Component

• Review of:
  – Sponsor’s adherence to all applicable laws and rules
  – Sponsor’s oversight of its schools’ adherence to all applicable laws and rules
Compliance Worksheets

1) Sponsor: 19 items

2) Oversight of schools: 251 items
Submissions

• Submit one **Sponsor** worksheet for sponsor items

• Submit one **Oversight of Schools** worksheet for each sponsored school

• Submit one **Supplement One** worksheet for each sponsored school

• Submit one **Closed School Supplement** worksheet for each applicable closed school
Submissions

• Submit **Corrective Action Plans** (if not applicable, enter a note in the Narrative field of the submission type)

• Submit one **Compliance Certification Sign Off** document for all compliance items
Compliance Worksheets
## How to Complete the Worksheets

<table>
<thead>
<tr>
<th>Item Number</th>
<th>2015-2016</th>
<th>ORC Section</th>
<th>ORC 3314 Section</th>
<th>ORC Section Title</th>
<th>Applies To</th>
<th>Category</th>
<th>Sub-Category</th>
<th>ORC Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>69</td>
<td>ORC 3314.03(1)(a)</td>
<td>ORC 3314.03(1)(a)</td>
<td>Specifications of contract between sponsor and governing authority - specifications of comprehensive plan</td>
<td>All schools</td>
<td>Academic</td>
<td>Academic Programs</td>
<td>8/14/2016</td>
</tr>
<tr>
<td>102</td>
<td>305</td>
<td>ORC 3313.842</td>
<td>Not found</td>
<td>Joint educational programs</td>
<td>All schools</td>
<td>Academic</td>
<td>Academic Programs</td>
<td>9/24/2012</td>
</tr>
</tbody>
</table>
# How to Complete the Worksheets

<table>
<thead>
<tr>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Complete the Worksheets

Item Number 779:

<table>
<thead>
<tr>
<th>ORC Description</th>
<th>Compliance Component Question 1</th>
<th>Answer to Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>The School timely reports the number of free lunches served each month.</td>
<td>Does the school serve lunch?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
How to Complete the Worksheets

Item Number 779:

Click on box next to the question to get the arrow to appear. Next, click on the lower arrow to get Yes/No drop-down box, then select Yes or No. The sponsor can also just type “Yes” or “No” in the field.
How to Complete the Worksheets

Item Number 779:

<table>
<thead>
<tr>
<th>Compliance Component Question 2</th>
<th>Answer to Question</th>
<th>Certification Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, does the school timely report the number of free lunches served? Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on box next to the question to get the arrow to appear. Next, click on the lower arrow to get Yes/No drop-down box, then select Yes or No. The sponsor can also just type “Yes” or “No” in the field.
How to Complete the Worksheets

Item Number 779:

<table>
<thead>
<tr>
<th>Compliance Component Question 2</th>
<th>Answer to Question</th>
<th>Certification Determination</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, does the school timely report the number of free lunches served? Yes/No</td>
<td>Yes</td>
<td>Sponsor Certified Compliant</td>
<td>None</td>
</tr>
</tbody>
</table>

Yes to Question 1 and Yes to Question 2 = Sponsor Certified Compliant
### How to Complete the Worksheets

**Item Number 779:**

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question</th>
<th>Certification Determination</th>
<th>Required Documentation</th>
<th>Corrective Action Plan</th>
<th>Answer Regarding CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the school serve lunch?</td>
<td>Yes</td>
<td>If yes, does the school timely report the number of free lunches served?</td>
<td>YesNo</td>
<td>No</td>
<td>Sponsor Certified Not Compliant</td>
<td>None</td>
<td>If the Certification Determination is Sponsor Certified Not Compliant, did the sponsor previously identify the non-compliance and place the school on a Corrective Action Plan? YesNo Copy of CAP Required</td>
</tr>
</tbody>
</table>

**Yes** to Question 1 but **No** to Question 2 = **Provide Info Regarding Corrective Action Plan**
How to Complete the Worksheets

Item Number 779:

Click on box next to the question to get the arrow to appear. Next, click on the lower arrow to get Yes/No drop-down box, then select Yes or No. The sponsor can also just type “Yes” or “No” in the field.
## How to Complete the Worksheets

### Item Number 779:

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question</th>
<th>Certification Determination</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the school serve lunch? Yes/No</td>
<td>No</td>
<td>If yes, does the school timely report the number of free lunches served? Yes/No</td>
<td></td>
<td>Sponsor Certified Not Applicable</td>
<td>None</td>
</tr>
</tbody>
</table>

No to Question 1 = **Sponsor Certified Not Applicable**
How to Complete the Worksheets

Item Number 779:

<table>
<thead>
<tr>
<th>Compliance Component Question 1</th>
<th>Answer to Question</th>
<th>Compliance Component Question 2</th>
<th>Answer to Question</th>
<th>Certification Determination</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the school serve lunch? Yes/No</td>
<td>No</td>
<td>If yes, does the school timely report the number of free lunches served? Yes/No</td>
<td>No</td>
<td>Do not answer Question 2</td>
<td>None</td>
</tr>
</tbody>
</table>

**No** to Question 1 but erroneously answers Question 2 = **Do Not Answer Question 2**
How to Complete the Worksheets

• Use the same process to complete all worksheets
• Sponsors must provide a response for all items
• In some instances, sponsors may need to upload documents into Epicenter
• In some instances, sponsors may need to enter a note in the Narrative field of certain items in Epicenter
Document Submission
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

• Not all submission types require documents to be uploaded

*A submission type is the title given to a request for documentation within the Department’s online platform, Epicenter.
Certification Determination

- Sponsor Certified Compliant
- Sponsor Certified Compliant - Documentation Required
- Sponsor Certified Not Compliant
- Sponsor Certified Not Not Applicable
If the Certification Determination for this item is “Sponsor Certified Compliant – Documentation Required”, please upload the required documentation as defined on the current Certification Worksheet for this item.
Sponsor Certified Compliant - Documentation Required

Upload document using the Upload New File button

Users can also upload a file that was uploaded at an earlier time by using the Previously Uploaded File button

After file is uploaded, click the Submit button
If the Certification Determination for this item is “Sponsor Certified Not Applicable”, please enter the text “Sponsor Certified Not Applicable” as the narrative for this item. No additional documentation is required for items that do not apply.
Enter “Sponsor Certified Not Applicable” in the Narrative field.

After words are entered in the Narrative field, click the Submit button.
If the Certification Determination for this item is “Sponsor Certified Not Compliant”, please enter the text “Sponsor Certified Not Compliant” as the narrative for this item. No additional documentation is required for this submission type for items for which the sponsor is not compliant.
Enter “Sponsor Certified Not Compliant” in the Narrative field.

After words are entered in the Narrative field, click the Submit button.
<table>
<thead>
<tr>
<th>Document Title</th>
<th>School Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance - Sponsor Item Certification Worksheet</td>
<td>2016-2017</td>
<td>DexC - Dexter City (IRN 654321) (School)</td>
</tr>
<tr>
<td>Compliance - Oversight Supplement One</td>
<td>2016-2017</td>
<td>DexC - Dexter Digital Academy (IRN 123456) (School)</td>
</tr>
<tr>
<td>Compliance Oversight of Schools Certification Worksheet</td>
<td>2016-2017</td>
<td>DexC - Dexter Digital Academy (IRN 123456) (School)</td>
</tr>
<tr>
<td>Sponsor - Compliance Certification Sign Off</td>
<td>2016-2017</td>
<td>DexC - Dexter City (IRN 654321) (School)</td>
</tr>
<tr>
<td>School - Corrective Action Plan</td>
<td>2016-2017</td>
<td>DexC - Dexter Digital Academy (IRN 123456) (School)</td>
</tr>
</tbody>
</table>
**Certification Form**

**CERTIFICATION OF COMPLIANCE WITH ALL LAWS AND RULES**

**Background**

A. O.R.C. 3314.016 requires the Ohio Department of Education to annually evaluate all entities that sponsor community schools.

B. A component of the annual evaluation of sponsors of community schools by the Ohio Department of Education includes an evaluation of a sponsor’s compliance with all applicable laws and administrative rules; and

C. The Sponsor named on the signature line, the “Sponsor”) was a sponsor of community schools during the 2016-2017 school year.

**Certification**

1. [ ] (Insert name), as the [ ] (Insert title) of the Sponsor, has the authority to certify, to the best of his or her knowledge, the below named sponsor’s compliance with all applicable laws and administrative rules.

2. On behalf of the Sponsor, the undersigned hereby certifies to the Ohio Department of Education that the Sponsor has complied with all applicable laws and rules, consistent with the information loaded in the Sponsor Worksheet and the Oversight Worksheet uploaded to Epicenter.

3. The undersigned hereby certifies to the Ohio Department of Education that it sponsored the following schools during the 2016-2017 school year:

   ![Insert name]

   (the “School” or “Schools”).

   Enter name of school(s) in the field above. Attach additional sheets if extra space is needed.

4. On behalf of the Sponsor, the undersigned hereby certifies to the Ohio Department of Education that the Sponsor has monitored the Schools’ compliance with the applicable laws and rules and the attached Oversight of Schools Compliance spreadsheet uploaded to Epicenter accurately represents the Schools’ compliance with all applicable laws and rules. (the “School” or “Schools”).

5. The Sponsor further certifies to ODE that the supporting documentation submitted to ODE in complete and accurate for purposes of demonstrating its compliance with such laws and rules, with the understanding that ODE may confirm compliance and may randomly sample community schools and items as required to validate this Certification and that ODE may adjust the initial score based on the items that cannot be substantiated.

6. The Sponsor acknowledges and agrees that this information will be relied upon by ODE in conducting the sponsor evaluation process required under Ohio Revised Code Section 3314.016

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**IN THE EVENT THAT A SPONSOR FAILS TO TIMELY UPLOAD THE SIGNED CERTIFICATION BY THE DEADLINE ESTABLISHED BY THE DEPARTMENT, THE DEPARTMENT WILL RELY SOLELY UPON THE INFORMATION THAT HAS BEEN SUBMITTED BY THE DEADLINE.**

**Sponsor:**

[ ]

**Sponsor Name:**

[ ]

**Sign:**

[ ]

**Print:**

[ ]

**Title:**

[ ]

**Date:**

[ ]

---

**Ohio Department of Education**
Evidence Submission

• Confidential Personally Identifiable Information
  o Rethink
  o Redact
On-Site School Reviews

• Random selection of at least 10% of sponsored schools

• Selected items to be announced

• Sponsors permitted to attend the reviews, but school personnel must provide requested documentation
Scoring

• Improved spreadsheet allows for preliminary estimation of initial score on each compliance item

• Vendor Determination of Individual Item Compliance (Schools and Sponsor)

• Oversight of Schools Calculation

• Compliance Component Calculation
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></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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Click on Total in Queue to access compliance items.
<table>
<thead>
<tr>
<th>Description</th>
<th>Entity</th>
<th>Type</th>
<th>Notification</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Improvement Plan -- Progress Report May</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>Apr 1</td>
<td>May 31</td>
</tr>
<tr>
<td>S.502. Financial Review Schedule</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.503. First Foundation Payment</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.601. Auditor of State</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.603. Transformation Alliance Recommendation</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.605. Preliminary Agreements</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.607. Contracts - Sale of Goods</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.608. Office of School Sponsorship Application Webpage</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.609. Parent Notice of Annual Evaluation</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.612. School Probation</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>S.613. School Suspension</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 1</td>
<td>Jun 30</td>
</tr>
<tr>
<td>Compliance - Sponsor Item Certification Worksheet</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 3</td>
<td>Jun 30</td>
</tr>
<tr>
<td>Sponsor - Compliance Sign Off</td>
<td>DesC - Dexter City (RN 654321) (School)</td>
<td>Compliance Requirement</td>
<td>May 8</td>
<td>Jun 30</td>
</tr>
</tbody>
</table>
Submission Upload

Organization: Office of Community Schools
Entity Type: School
Submission Type: S.502. Financial Review Schedule
Entities: Select Entity...

Requirement: S.502. Financial Review Schedule 0/30/2017
Due: Jun 30
Description: Please refer to the Certification Worksheet for the current year for further details regarding required documentation for this item.

Instructions:
- If the Certification Determination for this item is "Sponsor Certified Compliant – Documentation Required", please upload the required documentation as defined on the current Certification Worksheet for this item.
- If the Certification Determination for this item is "Sponsor Certified Not Applicable", please enter the text "Sponsor Certified Not Applicable" as the narrative for this item. No additional documentation is required for items that do not apply.
- If the Certification Determination for this item is "Sponsor Certified Not Compliant", please enter the text "Sponsor Certified Not Compliant" as the narrative for this item. No additional documentation is required for this submission type for items for which the sponsor is not compliant.

Responsible Roles: Sponsor Staff

School Year: 2016-2017
Narrative:

Acceptable File Formats: Adobe Acrobat(.pdf), Image Files(.gif, .jpeg, .jpg, .png, .tif, .tiff), MS Excel(.xls, .xlsx), MS Word(.doc, .docx, .rtf)

Files: Upload New File... | Previously Uploaded File...
June 30: Deadline to submit the compliance worksheets, the certification form and any other documents through Epicenter
Join the Conversation

OHEducation

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@OHEDucation
@OHEDucationSupt

OhioEdDept