



2016-2017 Sponsor Evaluations Overview of the Compliance Component

Office of Community Schools

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

	A	C	D	E	F	G	H	J	K	L
1										
2	School Name:							School IRN:		
3										
4	Sponsor Name:							Sponsor IRN:		
5										
6	Item Number	2015-2016 I	ORC Section	ORC 3314 reference	OAC Section	ORC Section Title	Applies To	Category	Sub-Category	ORC Effective Date
7	101	69	ORC 3314.03(11)(a)	ORC 3314.03(11)(a)		Specifications of contract between sponsor and governing authority- specifications of comprehensive plan	All schools	Academic	Academic Programs	9/14/2016
8	102	306	ORC 3313.842	Not found		Joint educational programs	All Schools	Academic	Academic Programs	9/24/2012

How to Complete the Worksheets

Corrective Action Plan 	Answer Regarding CAP 

How to Complete the Worksheets

Item Number 779:

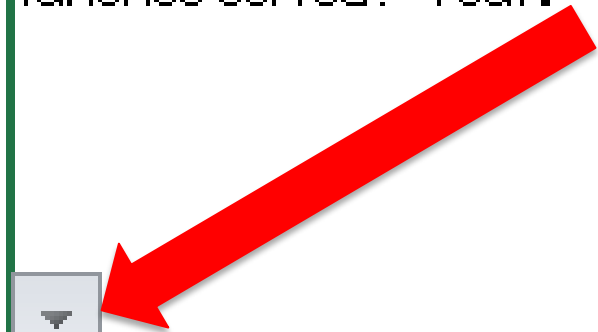
ORC Description <input type="button" value="▼"/>	Compliance Component Question 1 <input type="button" value="▼"/>	Answer to Question <input type="button" value="▼"/>
The School timely reports the number of free lunches served each month.	Does the school serve lunch? Yes/No	

How to Complete the Worksheets

Item Number 779:

Compliance Component Question 1	Answer to Question	Compliance Comp Question 2
Does the school serve lunch? Yes/No		If yes, does the school report the number of free lunches served? Yes/No
	Yes No	

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.

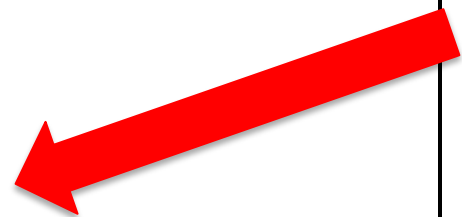


How to Complete the Worksheets

Item Number 779:

Compliance Component Question 2	Answer to Question	Certification Determination
If yes, does the school timely report the number of free lunches served? Yes/No		
	Yes No	

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:

Compliance Component Question 2	Answer to Question	Certification Determination	Required Documentation
If yes, does the school timely report the number of free lunches served? Yes/No	Yes	Sponsor Certified Compliant	None

Yes to Question 1 and Yes to Question 2 = Sponsor Certified Compliant

How to Complete the Worksheets

Item Number 779:

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

Yes to Question 1 but **No** to Question 2 = **Provide Info Regarding Corrective Action Plan**

How to Complete the Worksheets

Item Number 779:

Corrective Action Plan <input type="button" value="v"/>	Answer Regarding CAP <input type="button" value="v"/>
If the Certification Determination is <i>Sponsor Certified Not Compliant</i> , did the sponsor previously identify the non-compliance and place the school on a Corrective Action Plan? Yes/No Copy of CAP Required	<input type="button" value="v"/>
	Yes No

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:

Compliance Component Question 1 <input type="button" value="v"/>	Answer to Question <input type="button" value="v"/>	Compliance Component Question 2 <input type="button" value="v"/>	Answer to Question <input type="button" value="v"/>	Certification Determination <input type="button" value="v"/>	Required Documentation <input type="button" value="v"/>
Does the school serve lunch? Yes/No	No	If yes, does the school timely report the number of free lunches served? Yes/No		Sponsor Certified Not Applicable	None

No to Question 1 = Sponsor Certified Not Applicable

How to Complete the Worksheets

Item Number 779:

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

**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 Applicable

Sponsor Certified Compliant- Documentation Required

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

Submission

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...

Message to Reviewer/Approver:

Submit

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

Sponsor Certified Not Applicable

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.


Sponsor Certified Not Compliant

- 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.

Sponsor Certified Not Compliant


Submission

School Year: 2016-2017

Narrative:  Sponsor Certified Not Compliant

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


Files:

Message to Reviewer/Approver: 

Enter “Sponsor Certified Not Compliant” in the Narrative field



After words are entered in the Narrative field, click the Submit button



Document Uploads

Compliance - Sponsor Item Certification Worksheet

School Year: 2016-2017

DexC - Dexter City (IRN 654321) (School)

Compliance - Oversight Supplement One

School Year: 2016-2017

DexC - Dexter Digital Academy (IRN 123456) (School)

Compliance Oversight of Schools Certification Worksheet

School Year: 2016-2017

DexC - Dexter Digital Academy (IRN 123456) (School)

Sponsor - Compliance Certification Sign Off

School Year: 2016-2017

DexC - Dexter City (IRN 654321) (School)

School - Corrective Action Plan

School Year: 2016-2017

DexC - Dexter Digital Academy (IRN 123456) (School)

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:

(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 is 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.

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 Name:

Sign:

Print:

Title:

Date:

Evidence Submission

- Confidential Personally Identifiable Information
 - Rethink
 - 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



A Web-Based Solution for Advancing Excellence in Education

Schools • Boards • Authorizers • Service Providers • Associations

Accessing Epicenter



Epicenter Sign In

Enter your Sign In
name and password



Sign In Name:

Password:

[I forgot my password](#)

Accessing Epicenter

Organization: Office of Quality School Choice Reports

Tasks
1 Due in Next 7 Days
33 Total in Queue
33 Are New

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

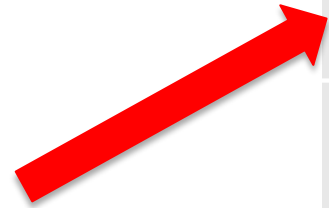
My Profile

Help

 SCHOOL CENTER  DOCUMENT CENTER

 COMPLIANCE CENTER

 EPICENTER
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Click on Total in Queue to access compliance items

Task Queue

Description	Entity	Type	Notification	Due
Sponsor Improvement Plan – Progress Report May School Year: 2015-2016	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	Apr 1	May 31
S-502. Financial Review Schedule School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-503. First Foundation Payment School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-601. Auditor of State School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-603. Transformation Alliance Recommendation School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-605. Preliminary Agreements School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-607. Contracts - Sale of Goods School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-608. Office of School Sponsorship Application Webpage School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-609. Parent Notice of Annual Evaluation School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-612. School Probation School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
S-613. School Suspension School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 1	Jun 30
Compliance - Sponsor Item Certification Worksheet School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 3	Jun 30
Sponsor - Compliance Sign Off School Year: 2016-2017	DexC - Dexter City (IRN 654321) (School)	Compliance Requirement	May 8	Jun 30

Close

Organization: Office of Community Schools

Entity Type:* School

Submission Type:* **S-502. Financial Review Schedule**Entities:* Requirement:* **S-502. Financial Review Schedule** 6/30/2017Due: **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.

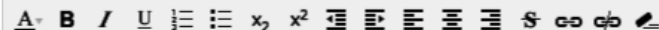
If the Certification Determination for this item is "Sponsor Certified Not Compliant", please enter the text "Sponsor Certified Not Compliant" as the narrative for this item. No additional documentation is required for this submission type for items for which the sponsor is not compliant.

Responsible Roles: Sponsor Staff

Submission

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:

2016-17 Evaluation Document Submission

June 30: Deadline to submit the compliance worksheets, the certification form and any other documents through Epicenter

Office of Community Schools

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community.schools@education.ohio.gov

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

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