

Perkins V

Navigating Perkins Monitoring System



**Department of
Education &
Workforce**

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Perkins V Monitoring Guidelines

GETTING HELP

For compliance system issues, please contact Tawanna Fields-Mphande at Tawanna.fields-mphande@education.ohio.gov or Megan Vertucci mvertucci@highered.ohio.gov.

***New users must have access to the SAFE account to access the Career-Technical Education (CTE) compliance portal. Contact your organization administrator (associated personnel) to request access.**

Introduction

The Strengthening Career and Technical Education (CTE) for the 21st Century Act, also known as Perkins V, was signed into law on July 31, 2018. The purpose of funding under Perkins V is to develop more fully the academic knowledge and employability skills of secondary and post-secondary education students who elect to enroll in CTE programs.

The Ohio Department of Education and Workforce (ODEW) and the Department of Higher Education are required to monitor local subrecipients to assure compliance with fiscal and management requirements of Perkins V, other federal and state legislation, rules, regulations, and policies. The Perkins V grant monitoring process provides an opportunity to assess local performance and outcomes and to identify successes and opportunities that local subrecipients have encountered in meeting their goals for continuous improvement.

Perkins V Local Use of Funds

Perkins V funds made available to subrecipients shall be used to support CTE programs that are of sufficient size, scope and quality to be effective.

Each subrecipient that receives funds shall use such funds to develop, coordinate, implement or improve CTE programs to meet the needs identified in the Comprehensive Local Needs Assessment. These needs may include:

1. Providing career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study;
2. Providing professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals;
3. Providing within career-technical education the skills necessary to pursue high-skill, high-wage or in-demand sectors, or occupations;
4. Supporting integration of academic skills into CTE programs and programs of study;

5. Planning to carry out elements that support implementation of CTE program and programs of study that result in increased student achievement; and
6. Developing and implementing an evaluation of the activities funded by Perkins including evaluations necessary to complete the comprehensive needs assessment.

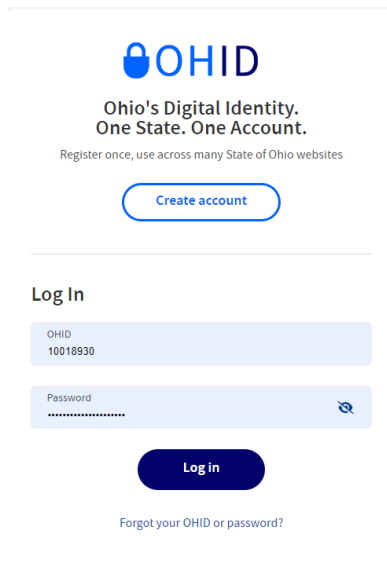
Accessing the CTE Compliance System

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

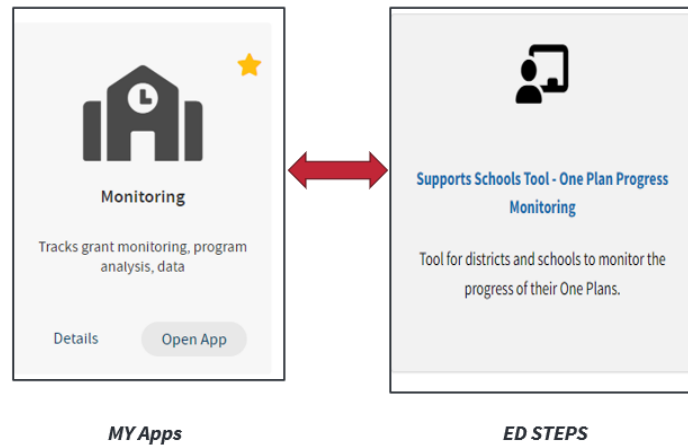
Note: To access the Perkins Survey, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): CCIP Authorized Representative, CCIP Fiscal Representative, Superintendent, Treasurer, Data Entry Planning-CCIP and Data Entry Funding-CCIP.



1. After clicking the **Login** link, you should see the image below.
2. Enter your **OH|ID** username, password and click the “**Log In**” button.



- Once logged in, select the **Monitoring** application from the **My Apps** page. The application can also be accessed from the MyOhio OH|ID ED STEPS application in the **Supports Schools Tool – One Plan Progress Monitoring** tile.



- There are two **Organization** types: **Carrer-Technical Planning District (CTPD)** and **District IRN**. For secondary recipients, from the drop-down menu, select **Organization**, select **JVSD CTPD** and next, from the “**View As**” menu select, **CTPD**.
- Secondary** recipients **select Career Technical Education Perkins Monitoring** from the Monitoring Dashboard. **Postsecondary** recipients **select the Ohio Department of Higher Education** from the **Program Associated** list.

The screenshot shows the "Select A Program" interface. On the left, there are two informational messages: "You are associated to multiple organizations. Please select an organization." and "You are associated to multiple audiences in the organization. Please select an audience and click the program link below." Below these are two dropdown menus. The first is labeled "Organization" and has "200035 - Columbus City CTPD" selected. The second is labeled "View As" and has "District IRN" selected. On the right, there is a list titled "Program Associated To". Two red boxes highlight "CTE Perkins Monitoring" and "Ohio Department of Higher Education", with red arrows pointing from the "Organization" and "View As" dropdowns to these items respectively. Other items in the list include Consolidated ESEA Grants, Special Education Fiscal Monitoring, Grants Management Subrecipient Monitoring, 21st Century Community Learning Centers, Support Schools, Special Education Program Monitoring, CCIP PCR FER Review, Community School FTE Review, Field Services and Transportation, Financial Analysis and Oversight, Charter School Program Grant, Community School Sponsorship, and Comprehensive Literacy Grant.

Accessing the CTE Compliance Survey

1. Once you have selected the desired program, the **Basic Search** results will show the **Program Period**, the organization name listed below **Search Results**.

The screenshot shows the 'Basic Search' interface. At the top, there are tabs for 'Basic Search', 'Export Results', 'Bulk Email', and 'Issue Search'. Below the tabs are several search filters: 'Program Period' (set to 'CTE Perkins FY 2024'), 'District IRN/Name', 'Building IRN/Name', 'Sponsoring Organization IRN/Name', 'Overall Completion Status' (set to 'Any'), 'Overall Compliance Status' (set to 'Any'), 'Surveys' (set to 'Any'), 'Survey Completion Status' (set to 'Any'), and 'Survey Compliance Status' (set to 'Any'). There are also 'Results Count' (set to 20) and 'Sort Order' (set to 'IRN') dropdowns. A 'Search' button and a 'Reset' button are at the bottom of the filter section. Below the filters is a 'Search Results' section showing 'Returned 31 Results'. A table displays the results with columns: Organization, Program Period, Number Of Surveys, Overall Completion Status, and Overall Compliance Status. The first row shows '043497 - Alliance City', 'CTE Perkins FY 2024', '1', 'Completed', and 'Compliant'. Red arrows point to the 'CTE Perkins FY 2024' dropdown and the '043497 - Alliance City' cell in the table.

2. If the districts information is not listed below the **Search Results**, check the following to resolve the issues:
 - a. Check the **Program Period** (should default to the correct year).
 - b. Make sure the correct **Program** is selected (ODE vs ODHE).
 - c. Contact your assigned program specialist for assistance.
3. Select **Start Survey** to begin the process.

The screenshot shows the 'Survey List' interface. At the top, there is a search bar and navigation buttons for 'Prev' and 'Next'. Below the search bar, there is a breadcrumb trail: '1 of 1 043711 - Canton City Period: OhioHigherEd FY 2021'. There are tabs for 'Overview', 'Questions', 'Issue / AP', 'Technical Assistance', and 'Meeting'. Below the tabs is a 'Survey List' section with a table. The table has columns: 'Survey Plan(s)', 'Started Date', 'Last Updated', 'Compliance Status', and 'Completion Status'. The first row shows 'FY 21 Perkins Post-Secondary Self-Assessment/Desk Review' and 'Start Survey' in the 'Completion Status' column. A red box highlights the 'Start Survey' button.

4. Next, click on the **Questions** tab to access the **Survey**.

- Select the appropriate answer for each question in the **Section**. The system will automatically save your selections. To move to the next **Section**, click **Next**.

Note: Only upload documentation if selected for a **Comprehensive Review** or if notified by your assigned consultant.

The screenshot shows the 'Questions' tab in the Monitoring System. The top navigation bar includes 'Overview', 'Questions', 'Issue / AP', 'Technical Assistance', and 'Meeting'. Below this is a 'Survey List' table with columns for 'Survey Plan(s)', 'Started Date', 'Last Updated', 'Compliance Status', and 'Completion Status'. The 'Sections' panel on the left lists 'Stakeholder Engagement', 'Continuous Improvement', and 'Financial Components'. The main content area shows the 'Stakeholder Engagement' section with a 'Questions' list containing two items. A red arrow points to the 'Next Section' button in the top right corner.

CONTINUOUS IMPROVEMENT SURVEY QUESTIONS

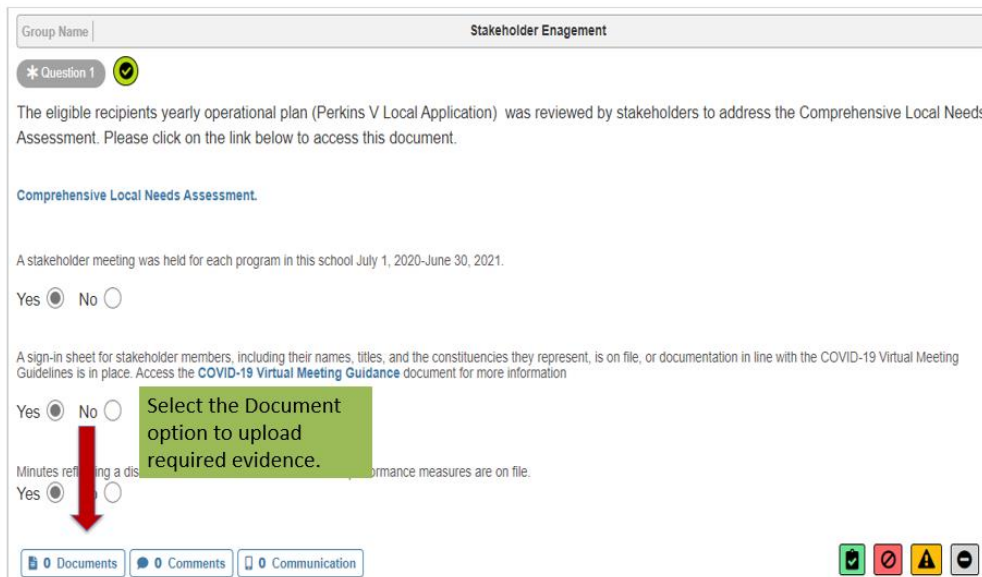
Subrecipients must answer the following questions to address continuous improvement for the **Perkins 4-Year plan SMART goal(s)** and, if applicable, the local **Performance Improvement Plan SMART goal(s)**. **Note:** Only upload documentation **if selected** for a **Comprehensive Review**.

- Download the district's **Perkins 4-Year Plan** from the **EDSTEPS** system. Select **one** SMART goal from the plan copy and paste that information in the text box.
- Next**, provide a narrative update on the progress made regarding implementation. If applicable, repeat the same steps for the **Perkins Program Improvement Plan SMART goals**.

The screenshot shows the 'Continuous Improvement' question in the Monitoring System. The question text reads: 'Perkins V, Sec 124 (b) Perkins supports continuous improvement for eliminating inequities for students, especially for students in special population groups. The subrecipient has aligned the use of Perkins funds to the needs demonstrated in the comprehensive local needs assessment and developed at least one SMART goal in the Perkins Plan to measure the outcome of continuous improvement. List one SMART goal from the locally approved Perkins 4-year plan for implementation.' Below the question is a text box with the placeholder 'Copy and paste SMART goal' and a red arrow pointing to it. Below that is a progress indicator '0 /2000 Max Character Count'. Another text box with the placeholder 'Provide a narrative update.' and a red arrow pointing to it is shown below, also with a '0 /2000 Max Character Count' progress indicator. At the bottom, there are buttons for 'Documents', 'Comments', and 'Communication'.

Uploading Essential Evidence for the Comprehensive Review

1. Upload the necessary evidence for each relevant question. The uploaded evidence will appear below the question. If you don't see the document, click the refresh button located below the question.
2. For all questions in each section, click the **Documents** box and click on the **Add Documents** or **Import Documents** button to upload documentation for each question.



Group Name: Stakeholder Engagement

* Question 1

The eligible recipients yearly operational plan (Perkins V Local Application) was reviewed by stakeholders to address the Comprehensive Local Needs Assessment. Please click on the link below to access this document.

[Comprehensive Local Needs Assessment.](#)

A stakeholder meeting was held for each program in this school July 1, 2020-June 30, 2021.

Yes No

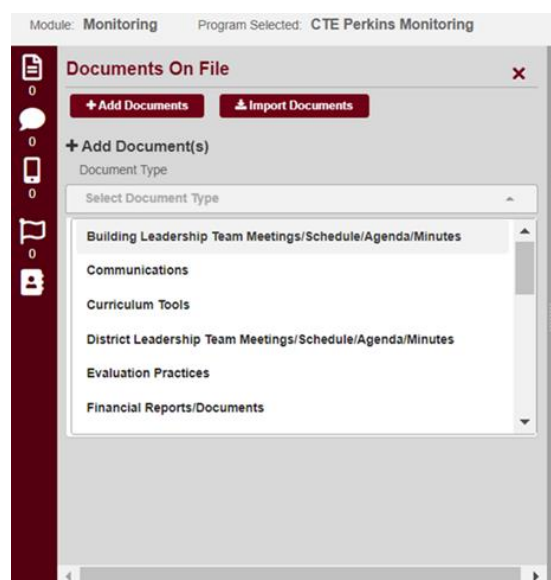
A sign-in sheet for stakeholder members, including their names, titles, and the constituencies they represent, is on file, or documentation in line with the COVID-19 Virtual Meeting Guidelines is in place. Access the [COVID-19 Virtual Meeting Guidance](#) document for more information

Yes No **Select the Document option to upload required evidence.**

Minutes reflecting a dis... performance measures are on file.

Yes No

3. Select the **Document Type** by clicking the down arrow to the right of the drop-down box (e.g. Financial Reports/Documents; Communications; Curriculum Tools /Agenda Minutes; Policies and Procedures).



Module: Monitoring Program Selected: CTE Perkins Monitoring

Documents On File

+ Add Document(s)

Document Type

Select Document Type






- Building Leadership Team Meetings/Schedule/Agenda/Minutes
- Communications
- Curriculum Tools
- District Leadership Team Meetings/Schedule/Agenda/Minutes
- Evaluation Practices
- Financial Reports/Documents

- Click the **Close/Add Documents** when completed. Repeat until all documents are uploaded.

Note: To save time, PDF multiple documents and upload one file; however, the maximum file size for document upload is **100 M B**.

Submitting the Survey




- Once all the required items are completed in the survey, change the survey status to **Submitted**.

Started Date	Last Updated	Compliance Status	Completion Status
11/09/2021	12/16/2021	Non-Compliant	Submitted 
			Submitted 
			In Progress
			Reviewed
FY 2021 CTE Perkins Self-Assessment/Desk Review			
Stakeholder Engagement		LEA  ODE  CPL 	Next Section

Note: The subrecipient must complete all questions to avoid error messages preventing survey submission. See the image below.

There are *required questions/answers that have not been completed in this survey.
Please complete all required survey questions before selecting Complete Status.
Sections: Grant Implementation Indicators | Program Indicators of Compliance

Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
 FY 2021 CSP Grant Fall Review	12/09/2020	12/09/2020	Not Started	In Progress  

Understanding the Compliance Status

1. A red status identifies a **non-compliant** status as indicated in the blue navigation box and within the question.
2. A **green** square with a checkbox indicates a completed section. A **grey** square shows a section not started. You will need to use the scroll bars to see all sections and questions.

The screenshot displays a web-based monitoring system interface. On the left, a navigation pane lists various sections: Stakeholder Engagement, Program Improvement Opportunities and Equity, Fiscal Management (highlighted), Required Use of Funds, and Elementary and Secondary School Emergency Relief (ESSR) CARES Act. Each section has associated status icons. The main content area shows a 'Fiscal Management' section with a 'Non-compliant' status. A question titled 'Time and Effort' is highlighted with a red box and a 'Non-compliant' status. Below the question, there are options for 'Documents', 'Comments', and 'Communication'. A 'Compliant' status is also visible at the bottom of the question area.

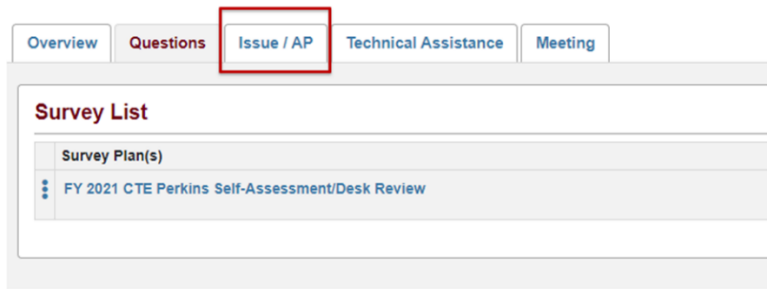
Compliance Status Indicators	
	The green checkbox indicates a completed question (s) and section.
	The red box with caution line indicates a non-compliant status.
	The orange box with the exclamation indicates technical assistance needed.
	The grey box with a circle indicates not applicable.

Navigating and Completing the Corrective Action Plan

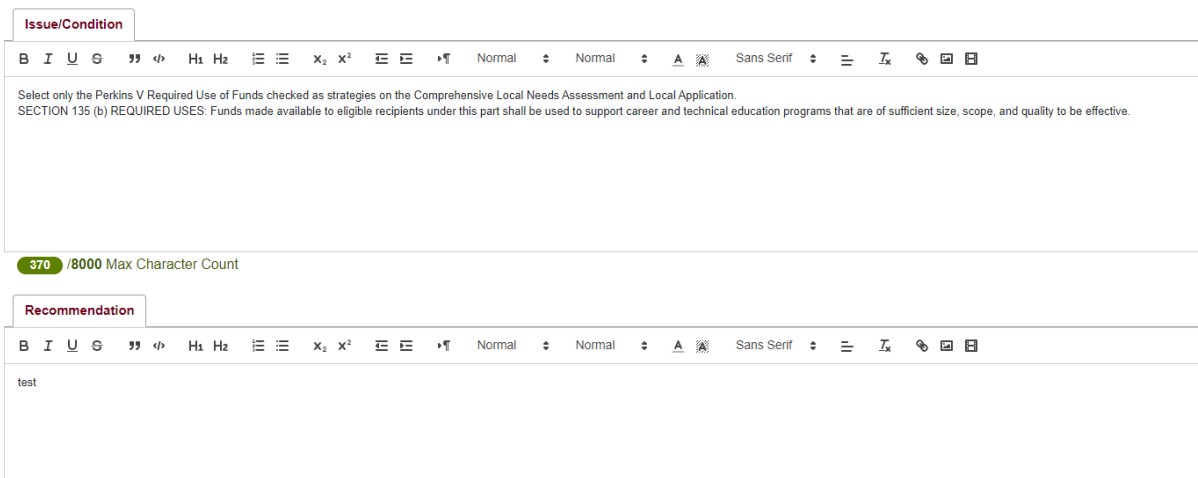
A non-compliant rating requires the sub-recipient to develop a Corrective Action Plan (CAP) by Section 135, Local Use of Funds, from the Strengthening Career and Technical Education for the 21st Century Act. The department must consider implementing sanctions if the sub-recipient fails to implement the corrective action plan and provides the necessary evidence by the deadline.

SUBMITTING A CORRECTIVE ACTION PLAN

1. To submit the **Corrective Action Plan**, select the **Issue/AP** tab related to the issue.



- The subrecipient will then review the **Issue/Condition** and **Recommendation** window for any non-compliant issues.



- Prepare a **Corrective Action Plan** to address non-compliant findings identified in the **Issues/Conditions** tab (the timelines and directions for completing the plan will be included in the **Issues/Conditions** email notification).
- As instructed by the consultant, complete the **Action Plan** and upload the required evidence. If required to submit evidence, go to the **Document Upload** of the document to complete the add document steps.

CORRECTIVE ACTION PLAN REQUIREMENTS

Include the following in the **Corrective Action Plan**:

- Utilizing the information in the **Recommendation** tab outline a plan to address the issue.

- b. Include specific documentation to be uploaded to the Perkins Compliance system supporting Corrective Action Plan implementation.
 - c. Include target date(s) (Must be completed no later than the deadline).
 - d. Include the individual responsible for implementing the plan.
2. Next, submit the Corrective Action Plan. From the **Issue/AP Status** drop-down menu select the **AP Submitted**. This step is required and must be completed before the Department is able to view the action plan response.