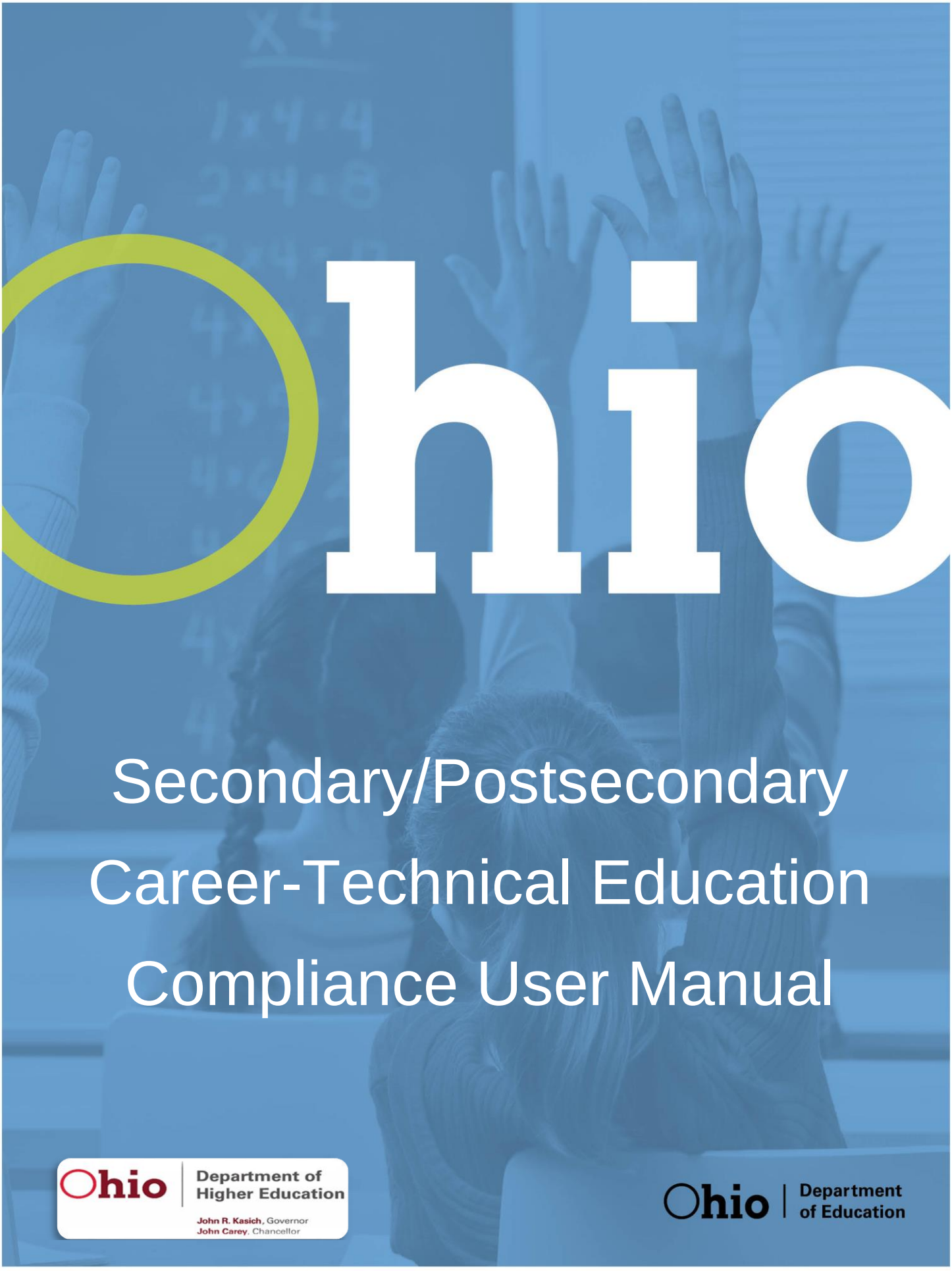

Secondary/Postsecondary Career-Technical Education Compliance User Manual

Ohio | Department of Higher Education

John R. Kasich, Governor
John Carey, Chancellor

Ohio | Department of Education

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Getting Help

Ohio Department of Education General Assistance

For **general assistance**, please contact your assigned educational program specialist.

Ohio Department of Higher Education General Assistance

Jeff Gove at Jgove@highered.ohio.gov

Technical Assistance

Tawanna Fields-Mphande at tawanna.fields-mphande@education.ohio.gov

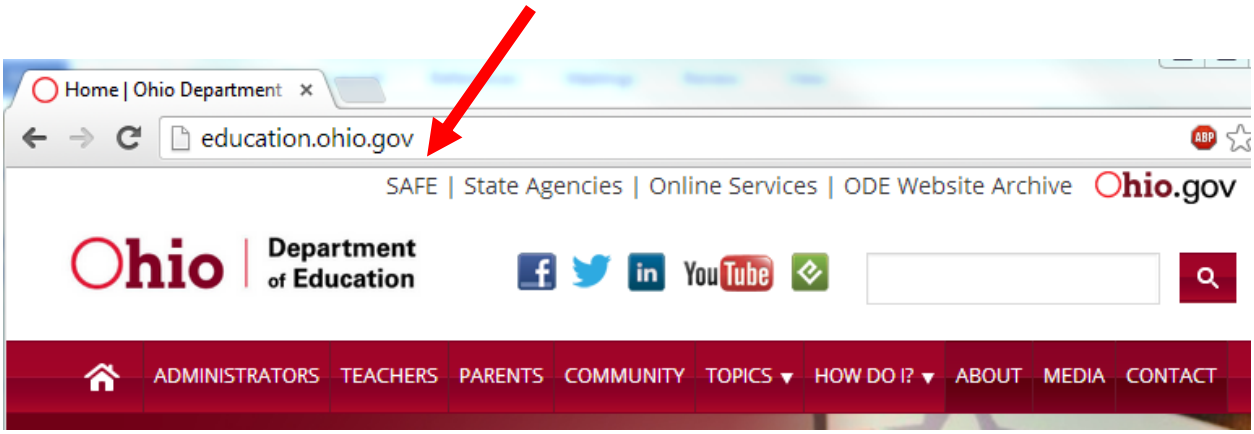
Accessing the CTE Compliance System

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

Accessing the CTE Compliance System

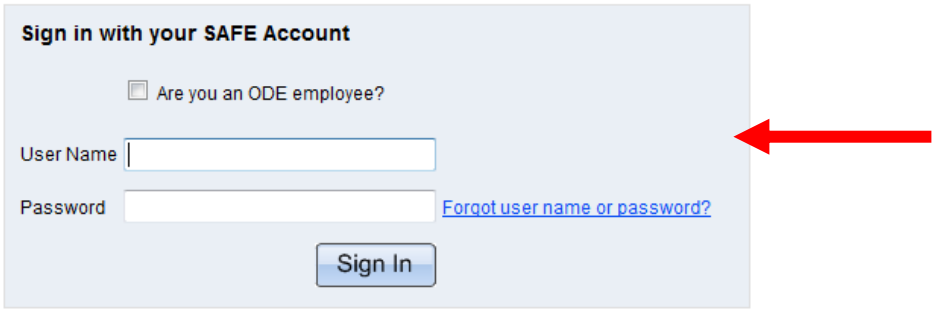
Logging on through the SAFE account

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

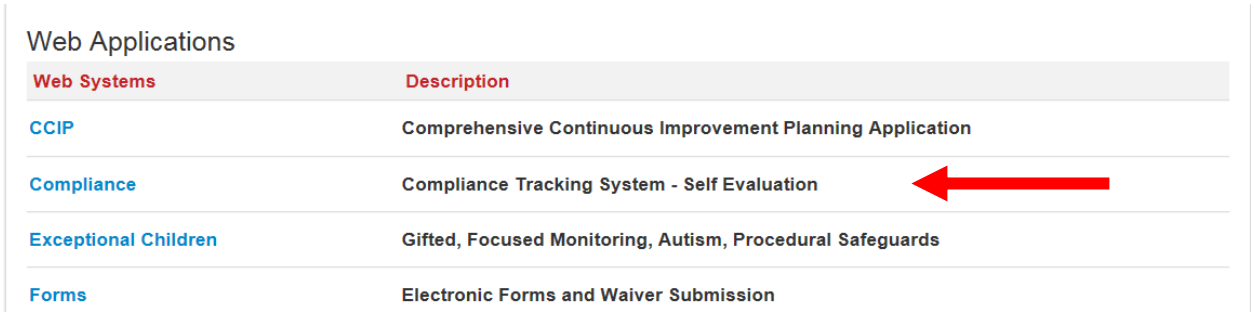


1. After clicking the **SAFE** sign-in link, you should be on a page with the box as seen in the image below.

2. Enter your username and password, and then click the **Sign-In** button.



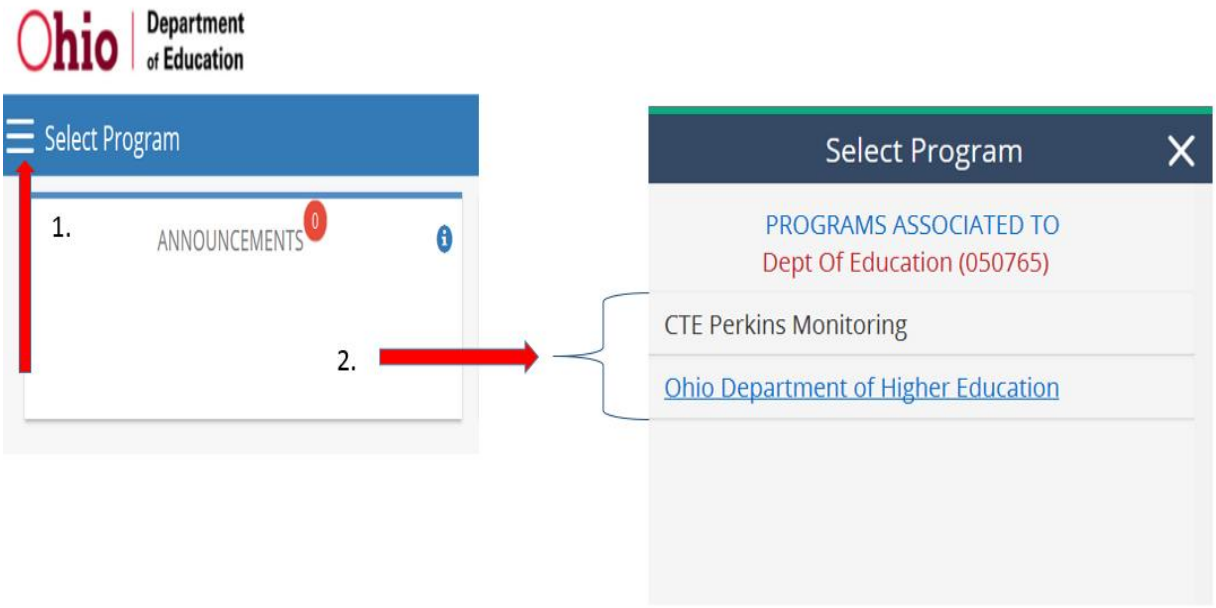
3. Select the **COMPLIANCE** link.



4. You will see several program choices. In order to click the program to be accessed, you **must** have one 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.

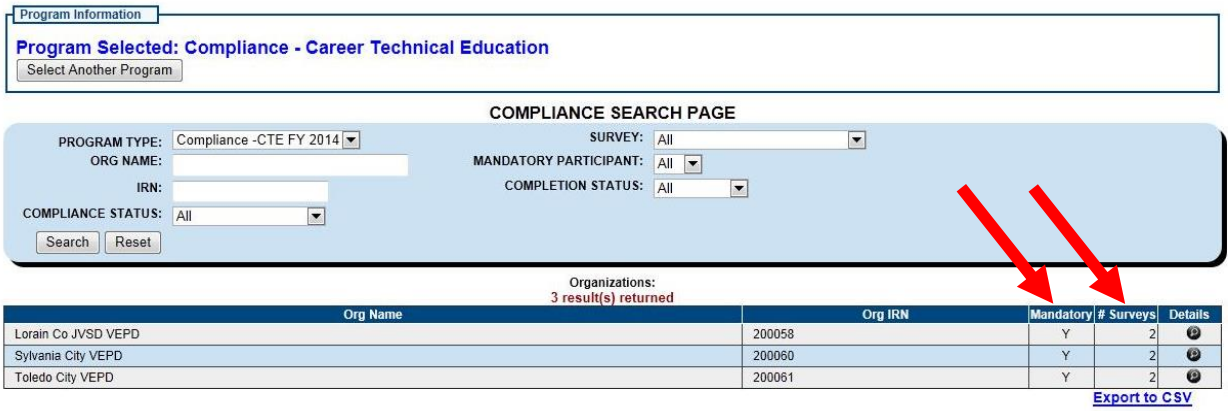
5. From the Compliance Dashboard screen click on Select Program.

6. Select the desired program.

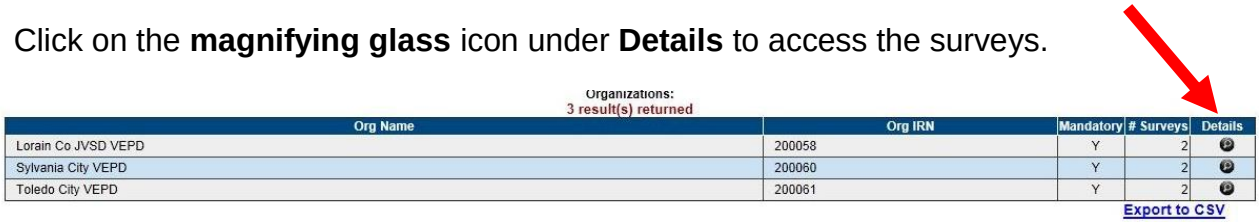


Accessing the CTE Compliance Survey

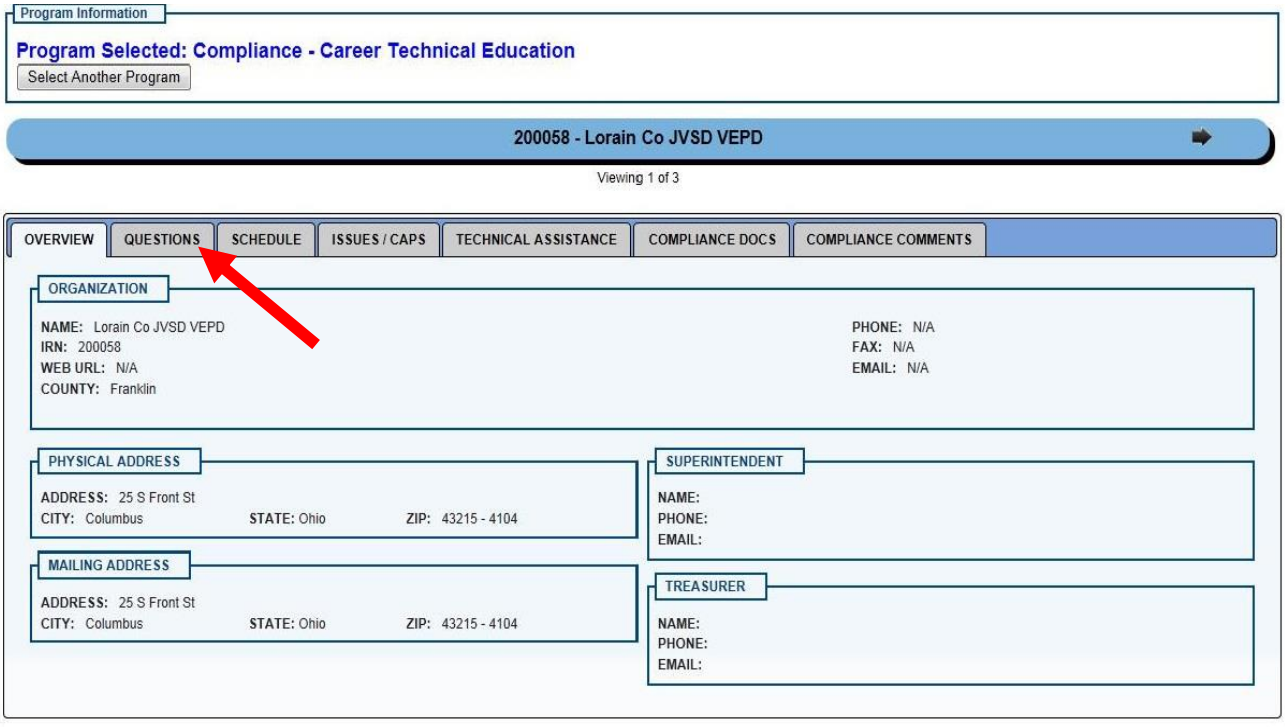
1. Once you have selected the CTE Perkins Monitoring button, the system will show the Survey (formerly known as Self-Assessment) indicating if the surveys are mandatory or not (Y or N).



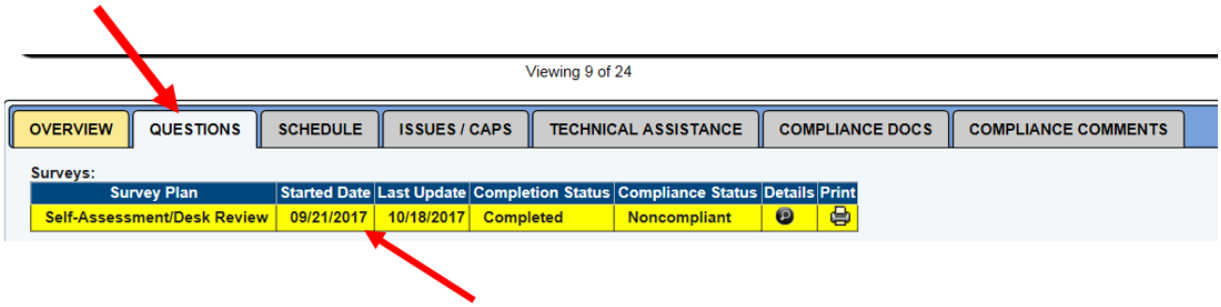
2. Click on the **magnifying glass** icon under **Details** to access the surveys.



3. The next page will look like the image below. To access the list of surveys click on the "**Questions"** tab.

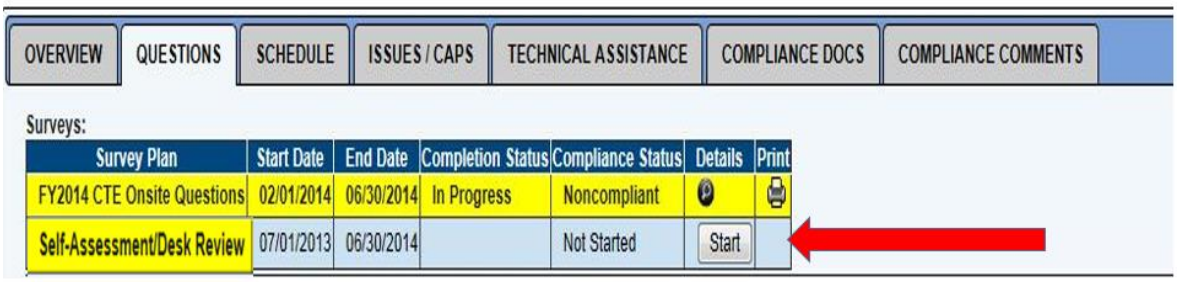


4. You will see Self-Assessment/Desk Review in the Questions tab. The survey will show the start and end date, the completion status and the compliance status.

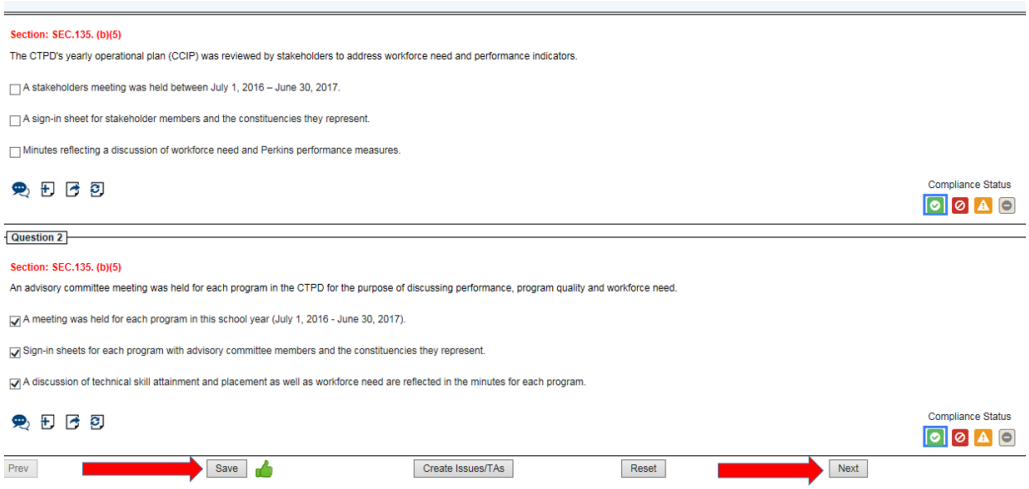


Starting the CTE Compliance Survey

1. Select the **Self-Assessment/Desk Review** and click on the "Start" button to begin the survey. The system will ask if you want to begin the survey; click "OK" to proceed.

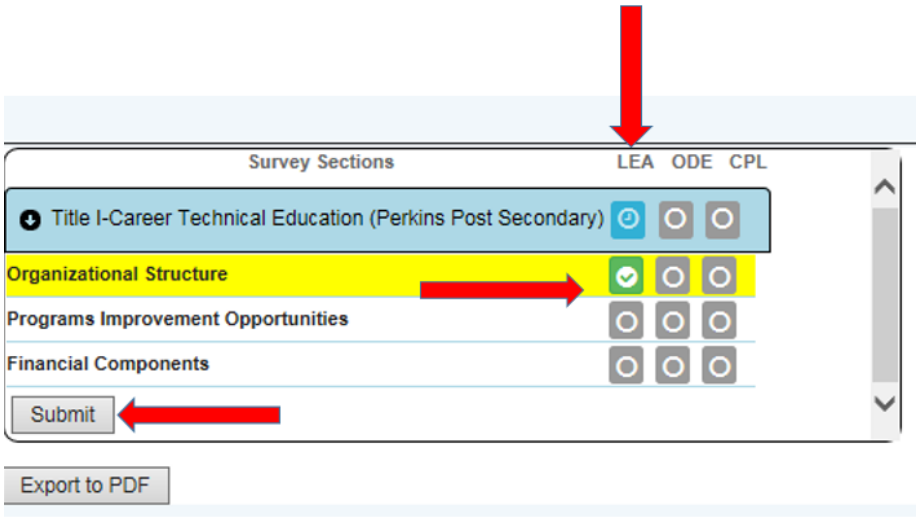


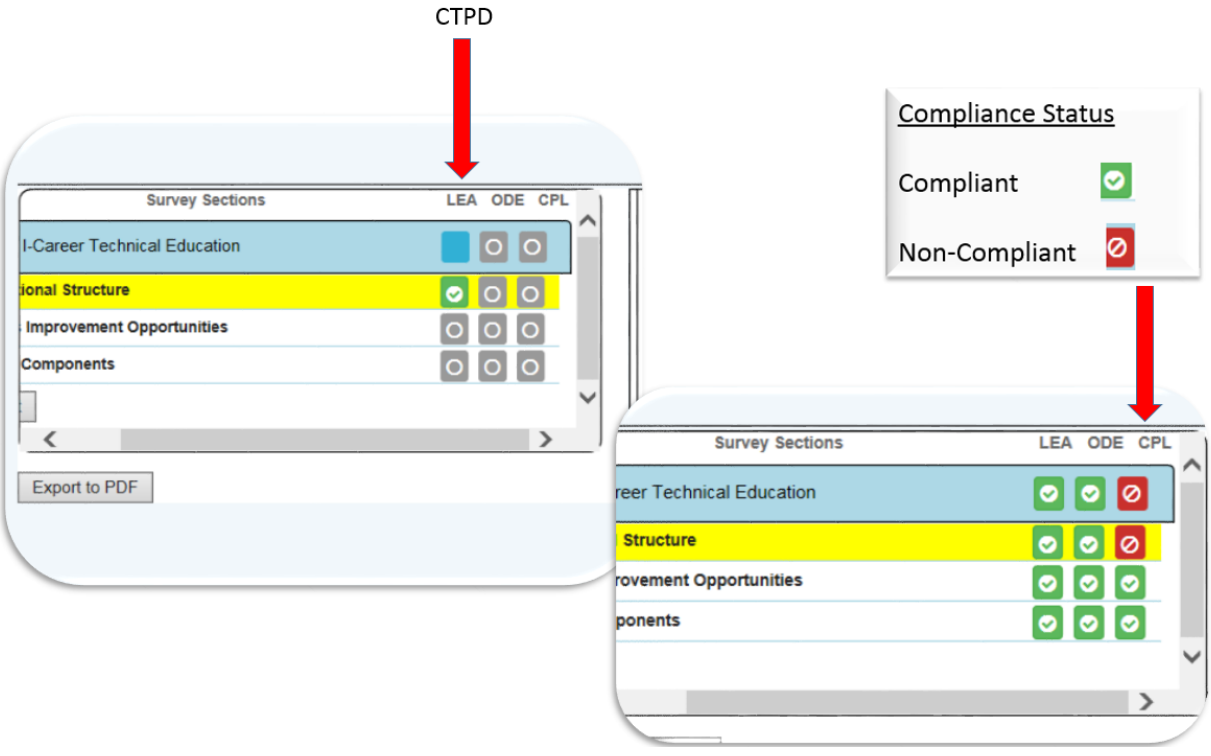
2. Select the appropriate answer for each question in the section and click "**Save"**. To move to the next section, click "**Next"**.



3. The system will indicate if there are unanswered questions in the section with the flashing blue icon. A completed section will be indicated by a green square with a check box. A section that has not been started will be indicated by a gray square. You will need to use the scroll bars to see all sections and questions.

4. When all questions and sections have been addressed, **select the "Submit" button to complete the survey**.



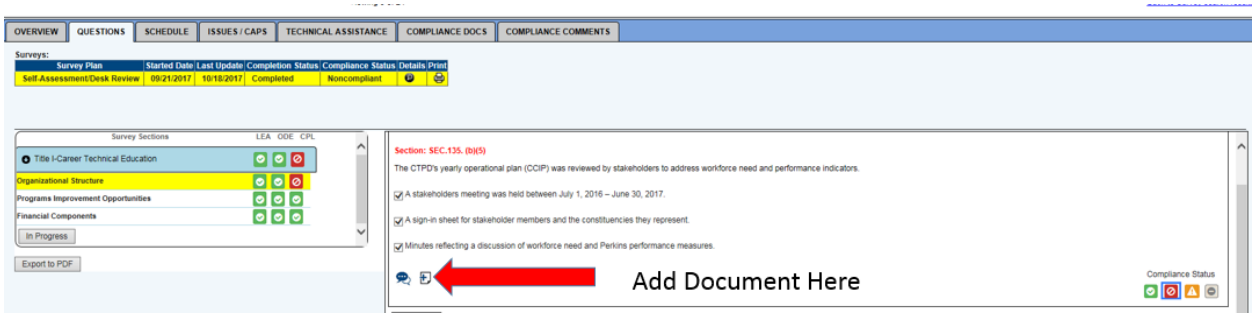


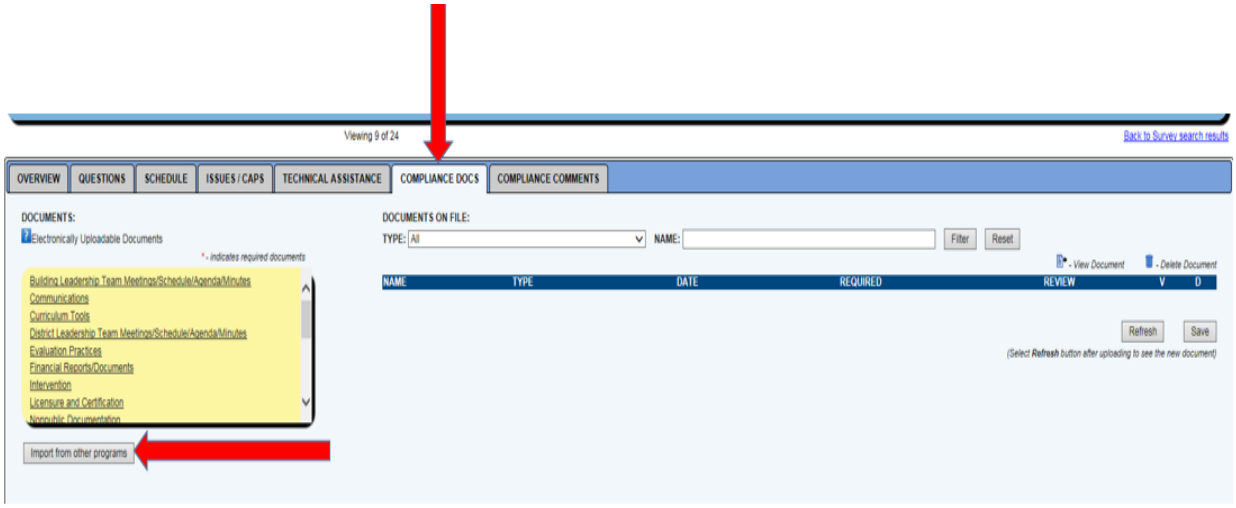
Uploading Essential Evidence

1. Local leadership should identify, review and organize all available documentation, addressing at a minimum, the evidence cited in the CTE Self-Assessment.

2. If essential evidence supports a compliant rating, mark the appropriate box and upload the evidence available (upload evidence with the question or in the Compliance DOC's section).

3. If there is not essential evidence to support a compliant rating, this represents a non-compliant finding and a Corrective Action Plan (CAP) is required.

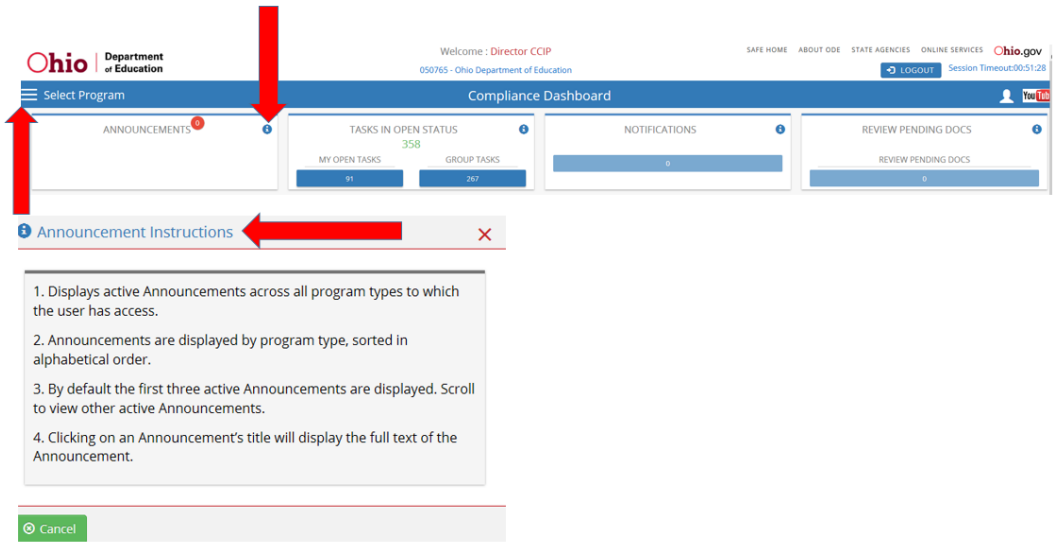




Navigating the Dashboard

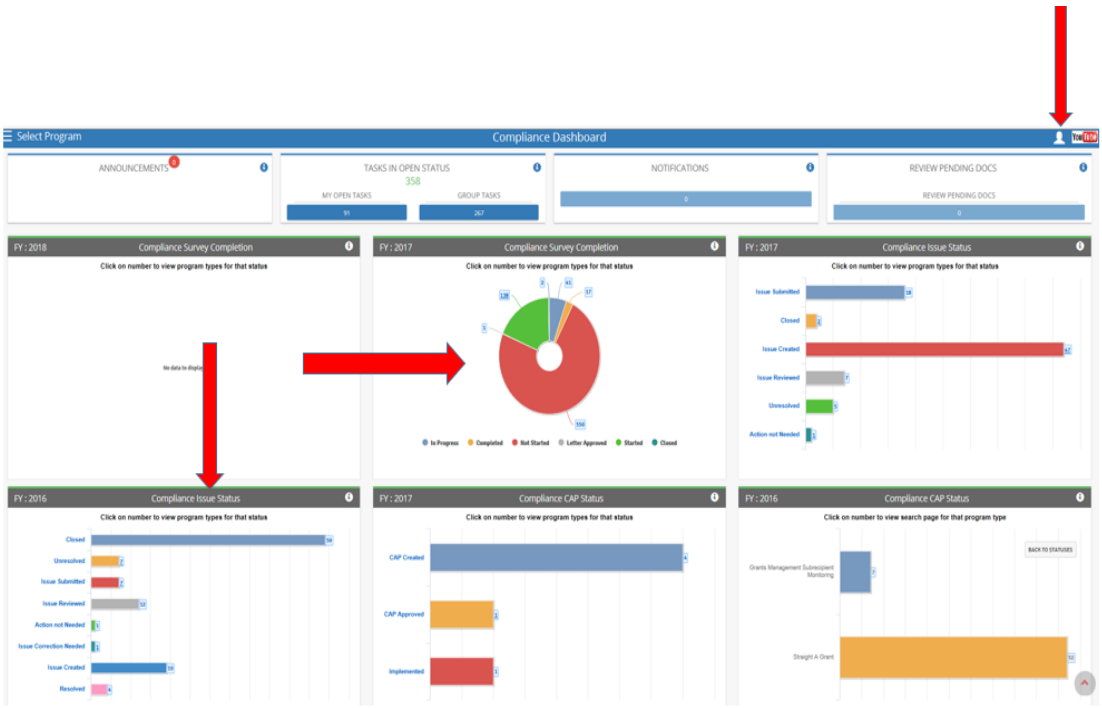
1. To bypass the Compliance Dashboard screen, click **Select Program**.

2. The ⓘ information icon provides instructions outlining how to utilize each section.



3. The Widgets show the status of the Surveys, Issues, and Corrective Action Plan categories for the current fiscal year. Select the Widgets for detailed information.

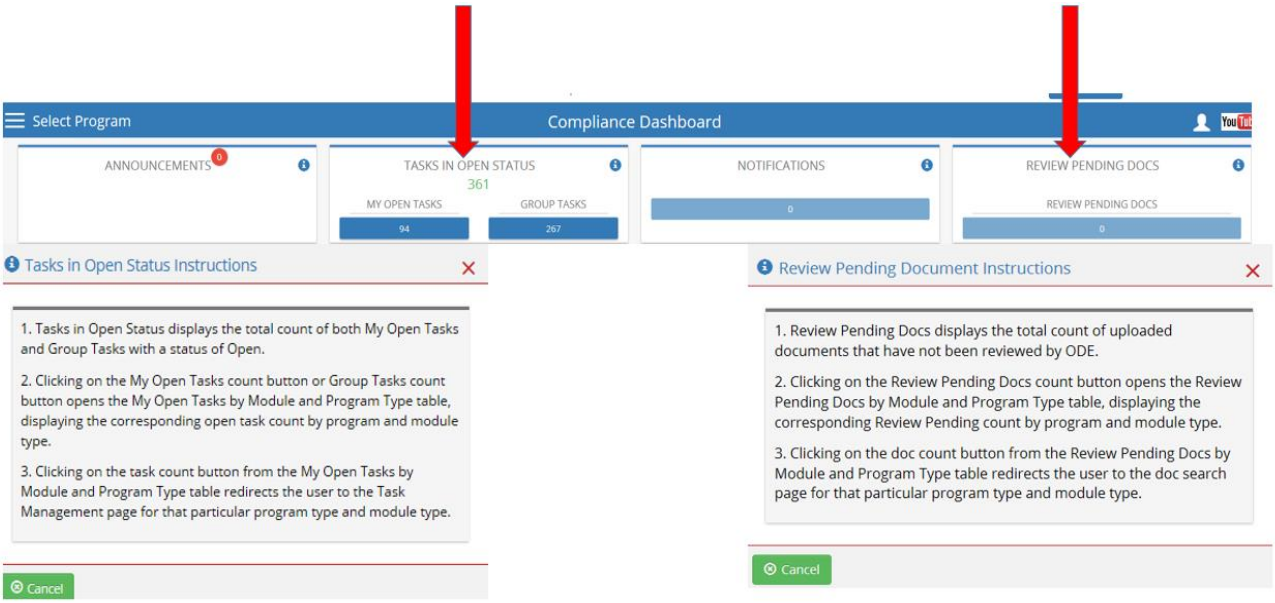
4. Select the profile icon to change the fiscal year and widget options.



5. Select **Open Tasks** or **Group Tasks** to identify, initiate or complete any task(s).

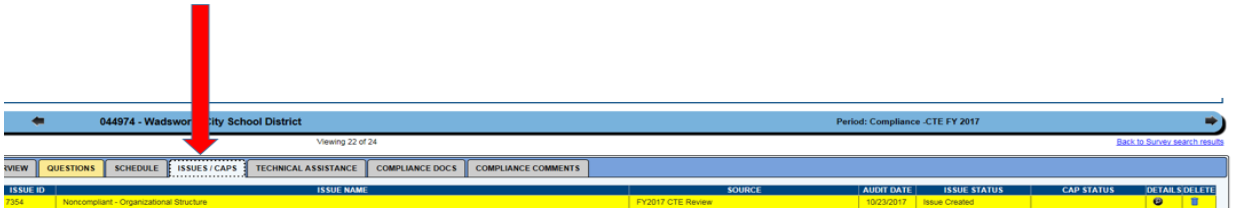
6. Click on the number to view task(s) to be completed.

7. Review **Pending Docs** to display the number of uploaded documents that have not been reviewed by ODE.

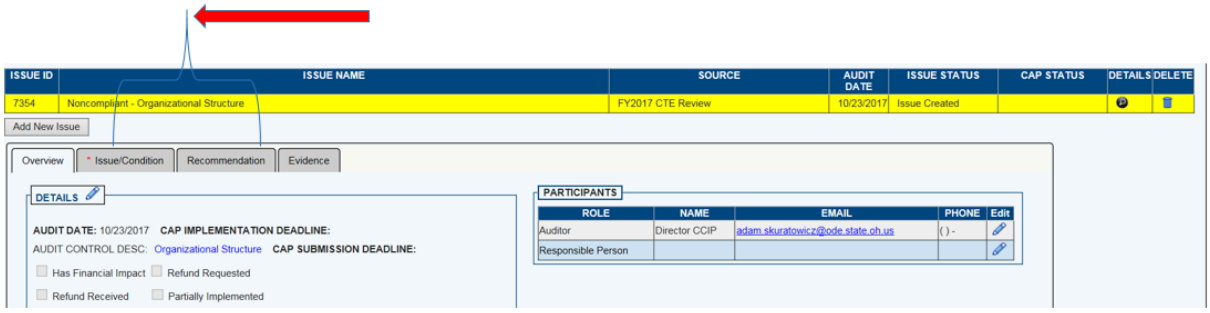


Starting the Corrective Action Plan (CAP) Process

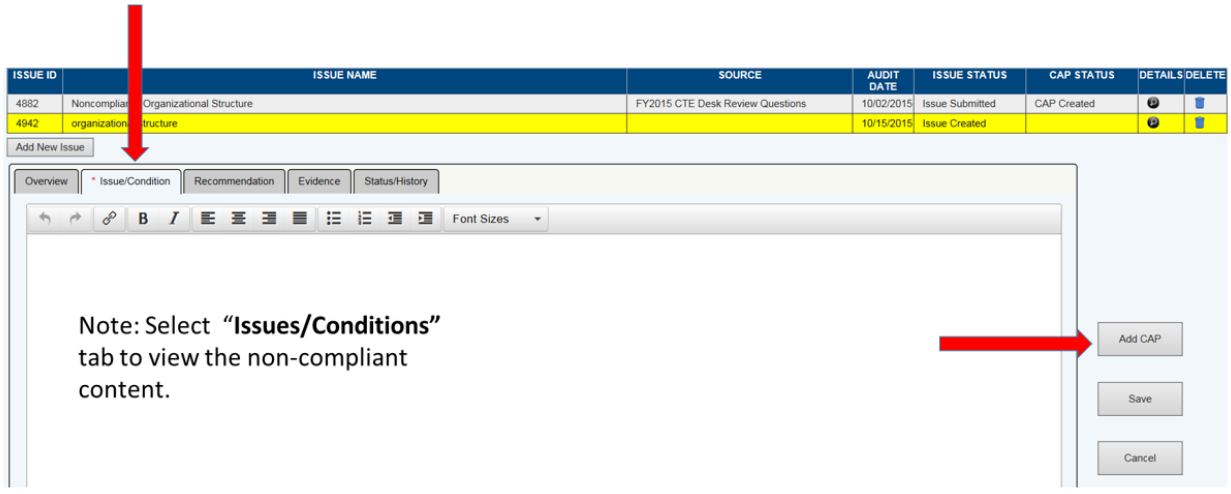
1. Select the “Issues/CAPS” tab to start the CAP process.



2. Review the “Issues/Conditions” and “Recommendations” tab for non-compliant findings identified in the CTE Compliance Self-Assessment.

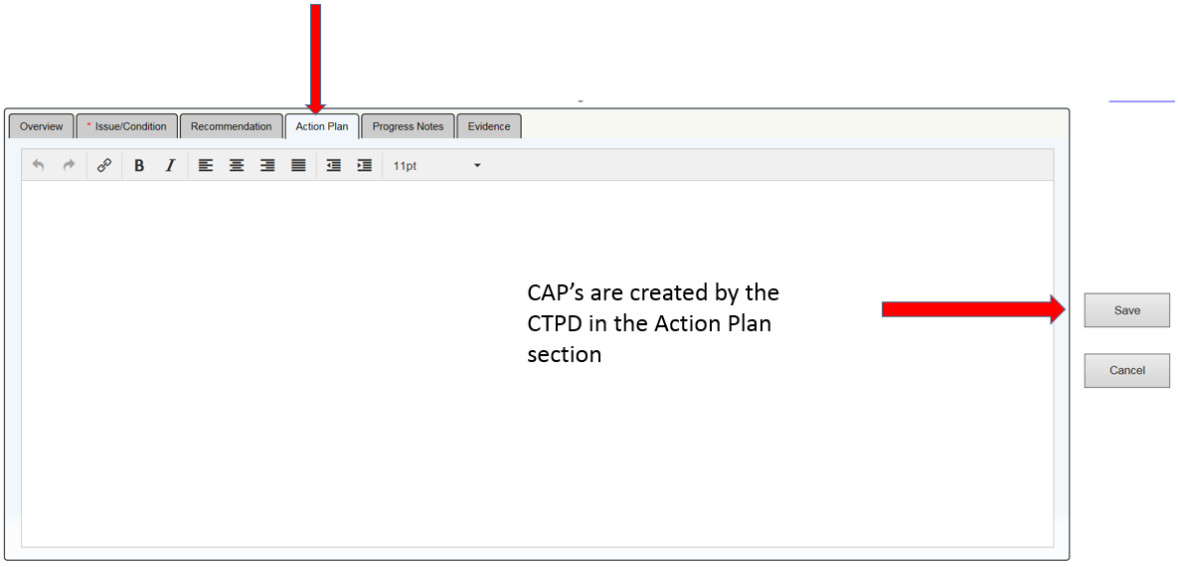


3. Select “**Add CAP**” to start the Corrective Action Plan process.



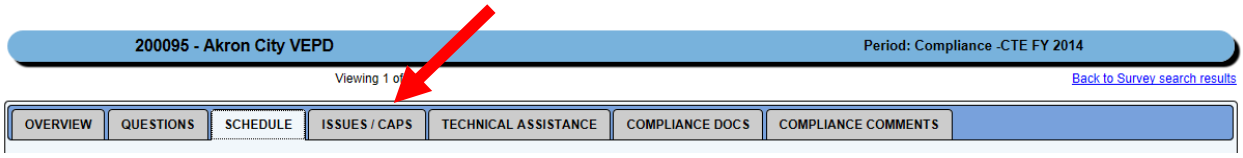
Creating a Corrective Action Plan

1. Select the “Action Plan” tab to start the Corrective Action Plan process.
2. Prepare a Corrective Action Plan (CAP) to address non-compliant findings identified in the “Issues/Conditions” tab (the timelines and directions for completing the CAP will be included in the Issues/Conditions email notification).
3. Include the following in the CAP:
    a) The action plan
    b) Include specific documentation to be uploaded to the CTE Compliance system supporting CAP implementation
    c) Include target date(s)
4. Select **Save** to complete the process.
5. If no Issues/Conditions were identified in the Self-Assessment, a CAP will not be required.

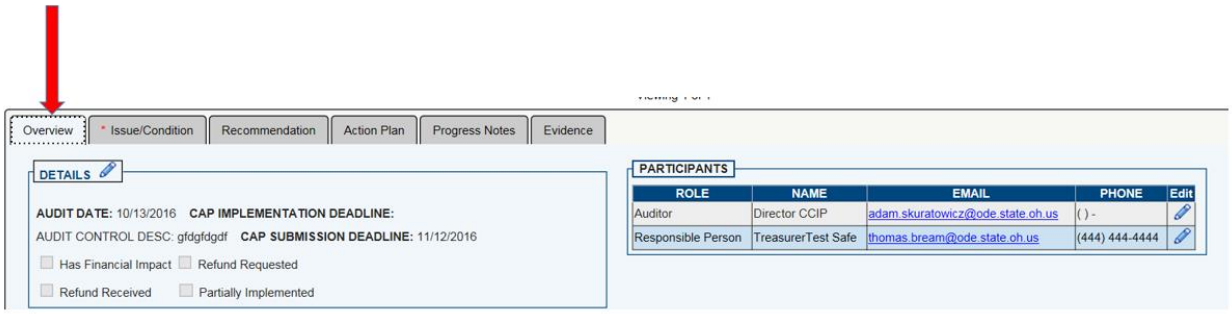


Submitting a Corrective Action Plan

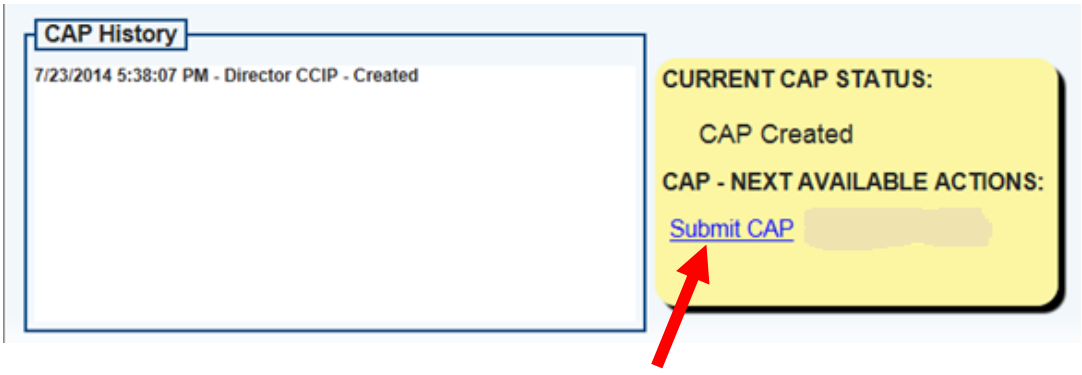
1. Select “Issues/CAPS” to start the CAP submission process.



2. Select “Status/History” on the Overview page.

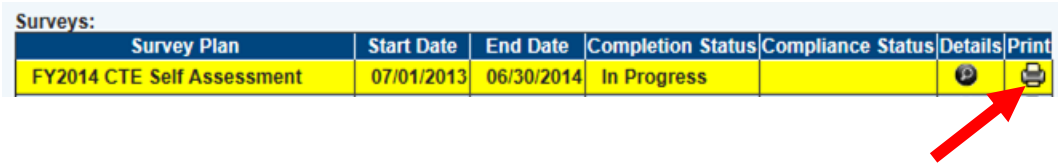


3. Next, select **Submit CAP** in the current CAP status box.



4. This concludes the CTE Compliance Self-Assessment process.

Printing Self-Assessment Report



Surveys:

Survey Plan	Start Date	End Date	Completion Status	Compliance Status	Details	Print
FY2014 CTE Self Assessment	07/01/2013	06/30/2014	In Progress			

1. Select the print icon to print the Annual Summary Report (see example below).

Ohio | Department of Education

COMPLIANCE -CTE FY 2015 ANNUAL SUMMARY REPORT
CITY OF MANSFIELD -148684

ISSUES / CAPS (2)

Issue ID:	4963
Issue Name:	Noncompliant - Programs Improvement Opportunities
Source:	FY2015 CTE Desk Review Questions
Audit Date:	10/19/2015
Issue Status:	Issue Reviewed
CAP Status:	CAP Created
Reviewer - Phone:	Director CCIP - ( ) -
Refund Requested:	No
Issue/Condition:	Section: SEC.135.(b)(5)(A)(i) Provide in-service and pre-service professional development.
Recommendation:	
Action Plan:	Provide in-service and pre-service professional development.
Progress Notes:	resumbit

Issue ID:	4944
Issue Name:	Noncompliant - Programs Improvement Opportunities
Source:	FY2015 CTE Desk Review Questions
Audit Date:	10/16/2015
Issue Status:	Issue Reviewed
CAP Status:	
Reviewer - Phone:	Director CCIP - ( ) -
Refund Requested:	No
Issue/Condition:	Section: SEC.135(b)(1) Strengthen academic Career and technical skills through academic/technical integration and Programs of Study implementation.
Recommendation:	