

Directions for Accessing and Submitting the Gifted Expenditure Review Survey

This document provides directions for accessing and submitting the *Gifted Expenditure Review Survey* in the Monitoring Application, available through the OH|ID portal. If you have questions or need technical assistance, please contact gifted@education.ohio.gov.

Step 1:

Navigate to the OH|ID Portal and log in.

Step 2:

Launch the Monitoring application.

Step 3:

From the Monitoring Dashboard, select “Gifted Education” from the program menu.

Step 4:

Make sure the program period is set to the previous fiscal year. Then enter the District IRN and click the “Search” button.

Step 5:

Navigate to the bottom of the page to see the search results for the selected district. To launch the survey, click on the organization name.

Step 6:

On the survey “Overview” page, click the “Questions” tab.

Step 7:

Verify the survey plan is for the correct fiscal year, then click “Start Survey.”

Step 8:

Begin the survey by answering questions. Required questions are marked with an asterisk. Responses will save automatically. After answering a survey question, the corresponding question number on the navigation bar will turn green.

Helpful information for Question 1: Please note that Question 1 will prepopulate, so there is no need to enter a response. The amount shown for Question 1 should match the amount provided in the district’s gifted expenditure review survey notification letter. Please note that because the answer is prepopulated, the question will remain white on the navigation bar and will not turn green. If the prepopulated answer does not match the amount shown in the district's notification letter, please do not change the amount. Instead, send an email to gifted@education.ohio.gov for assistance.

Step 9:

After responding to all relevant questions, navigate to the “Survey List” section at the top of the page. In the “Completion Status” column, change the district’s status to “Submitted” using the drop-down menu.

Step 10:

Click on the “Save” icon and exit the survey.