Support Schools Tool Technical Manual

Office of School and District Improvement

February 2025

Department of Education & Workforce

Table of Contents

Ohio **Department of Education & Workforce**

About the Support Schools Tool

Who Uses the Tool?

Any district, community school, or school can utilize the Support Schools Tool to monitor the progress of their One Plan. The tool will appear as available to all schools and districts, but is only required for select ED STEPS Cohort 3 schools, community schools, and districts. An organization that chooses to utilize the tool as a self-survey will only receive feedback from the Department if they request it.

REQUIRED USE

ED STEPS Cohort 3 schools identified as a Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) must complete the Support Schools Tool. Districts with CSI and ATSI identified schools are required to provide feedback to those schools' responses. Sponsors of Community Schools required to complete the Support Schools Tool are highly encouraged (although not required) to provide feedback as well.

Districts containing a CSI and/or ATSI school must complete the survey in two ways:
1. Reflecting on their District-Level One Plan.
2. Providing feedback to the tool responses made by the CSI or ATSI school(s) within the district.

State Support Teams and Ohio Department of Education and Workforce (DEW) staff will provide feedback on submissions from CSI and ATSI schools and district-level submissions. If responses lack clarity, an SST consultant or DEW staff member may reach out for more information. The Office of Community Schools will work in coordination with State Support Team Consultants, Sponsors, and the Office of School and District Improvement to provide feedback for community schools with a CSI or ATSI identification. Department staff from the Office of Exceptional Children will provide feedback for districts and schools they serve in conjunction with SST staff.

WHY?

The *Every Student Succeeds Act* requires the Ohio Department of Education and Workforce to monitor the development and implementation of school improvement plans (One Plans) for districts that contain identified schools. Districts must also monitor the One Plans of identified schools.

The Department designed the Support Schools Tool to help all districts and schools track the implementation of their One Plans. The Support Schools Tool questions will aid district and building leadership teams to reflect on and adjust the implementation and execution of their One Plan. Use of the tool also promotes collaboration between district, school, State Support Team members, and Department staff.

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DUE DATES AND FEEDBACK TIMELINES

The deadline for completing the Support Schools Tool for required Cohort 3 schools and district or sponsor feedback is March 31, 2025. Schools should complete the required questions with enough time to allow for the district or sponsor to provide feedback prior to submission.

Districts that contain CSI and ATSI schools are also required to complete the Support Schools Tool at the district-level by March 31, 2025.

Department staff as well as the district's State Support Team will provide feedback in the tool by April 30, 2025.

Access and OEDS Roles

WHAT ROLES ARE NEEDED TO ACCESS THE SUPPORT SCHOOLS TOOL?

The FY25 Support Schools Tool is live as of February 2025, and school and district team members can access the survey through the ED STEPS Dashboard or the Monitoring Application in the OH|ID portal. A person must have one of the following OEDS roles to access the Support Schools Tool.

These school-level OEDS roles provide access to the school-level Support Schools Tool:

- Principal
- Assistant Principal
- Data Entry-Compliance
- Data View-Compliance

These district-level OEDS roles provide access to the district-level Support Schools Tool:

- Data Entry-Compliance or Data View Compliance
- Superintendent or Superintendent Designee

The district superintendent grants access by asking the district's OEDS Organization Administrator to assign one of the above roles.

These community school sponsor-level OEDS roles provide access to the community school's Support Schools Tool:

- Primary Contact – School Sponsorship
- Secondary Contact – School Sponsorship

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BEFORE BEGINNING

It is strongly advised that this process be completed with a team of stakeholders, which will assist with the reflection on One Plan implementation.

Before school and district teams begin answering questions in the tool, it is recommended that the teams have a copy of the school or district's One Plan readily available, as well as any data collected associated with One Plan goals. Responses should be an honest reflection of the plan progress to allow for accurate adjustments to be made to One Plan implementation efforts.

SIGNING INTO OH|ID

Access the OH|ID portal by clicking the "Login" link at the top of the Department's homepage or go to the OH|ID portal directly at https://ohid.ohio.gov

Step 1: Click login from the Department's homepage.
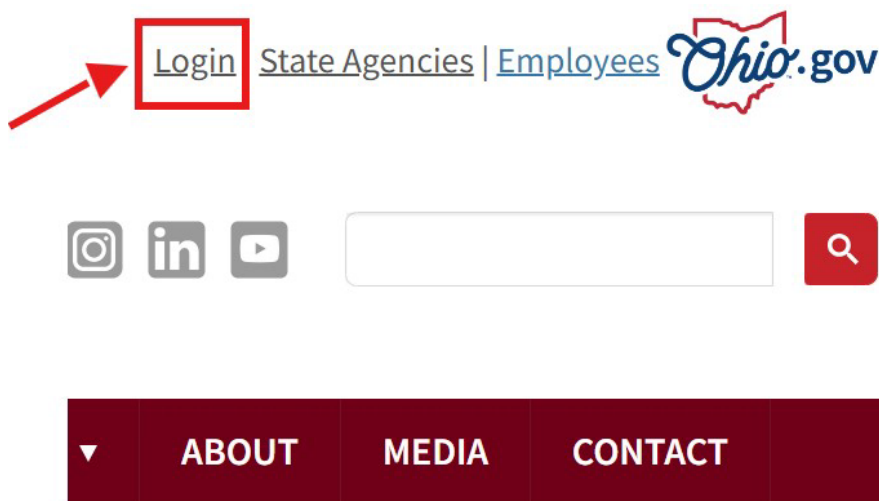
Step 2: Login to OH|ID.
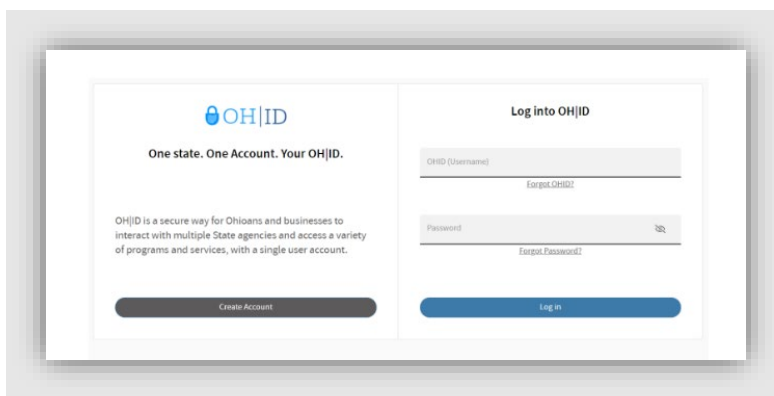
Figure 1: The Ohio ID login page

Department of Education & Workforce

ACCESSING THE SUPPORTS SCHOOLS TOOL

OPTION 1: EDSTEPS Dashboard Access

Find and select the "EDSTEPS" tile, then select Support Schools Tool.
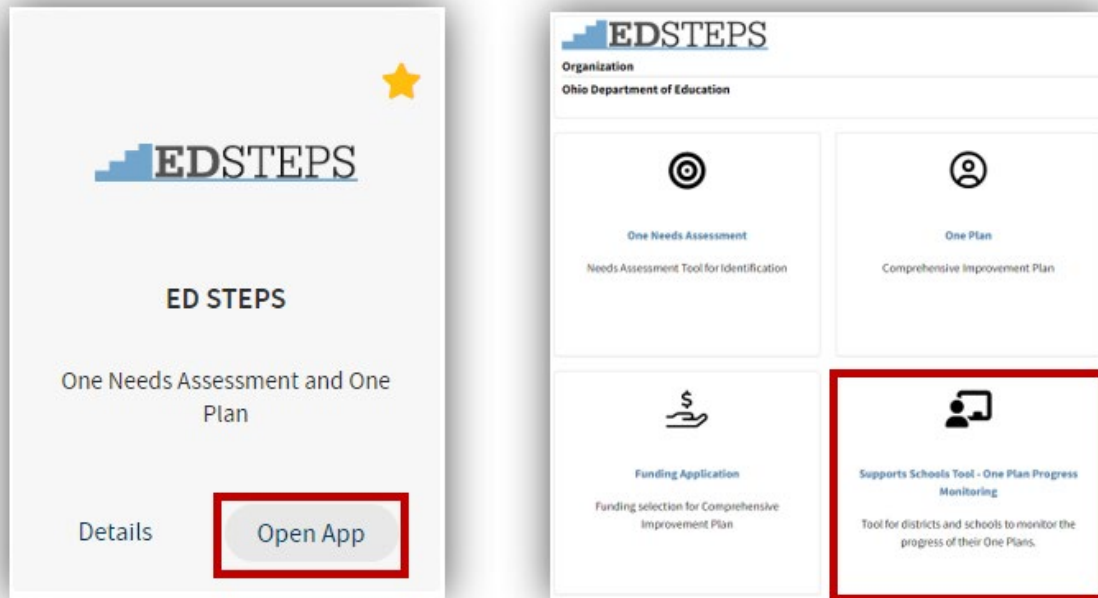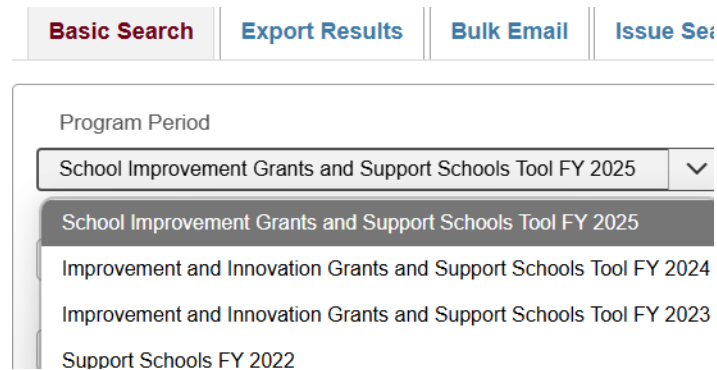
OPTION 2: Monitoring Tile Access

Find and select the "Monitoring" tile. Then select "School Improvement Grants and Supports School Tool."
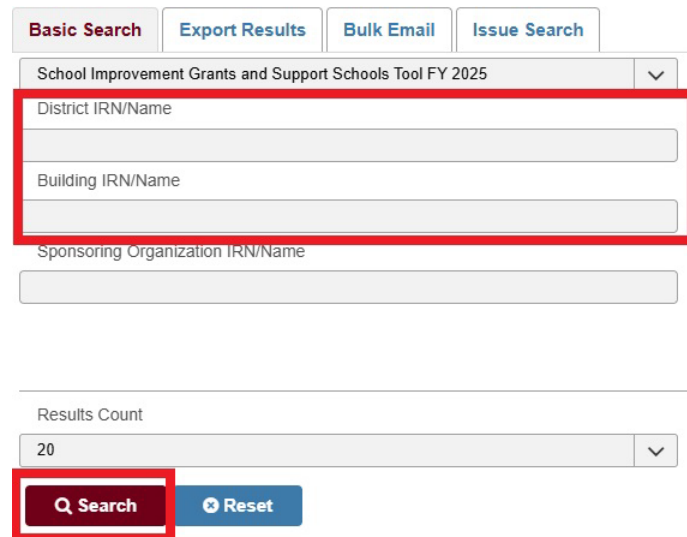
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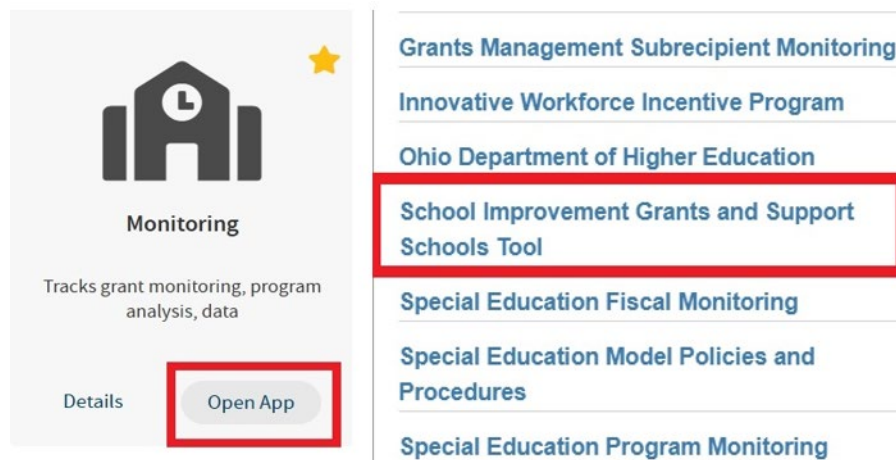
ACCESSING THE SURVEY QUESTIONS

Step 1: The system may default to 2024. You will need to select "**School Improvement Grants and Support Schools Tool FY 2025**."

Step 2: Enter the building or district IRN and click search. Then scroll down and select a building or district.

Step 3: Click on the Questions tab at the top. If more than one survey appears, select Support Schools Tool. Scroll down to see the Support Schools Tool questions.
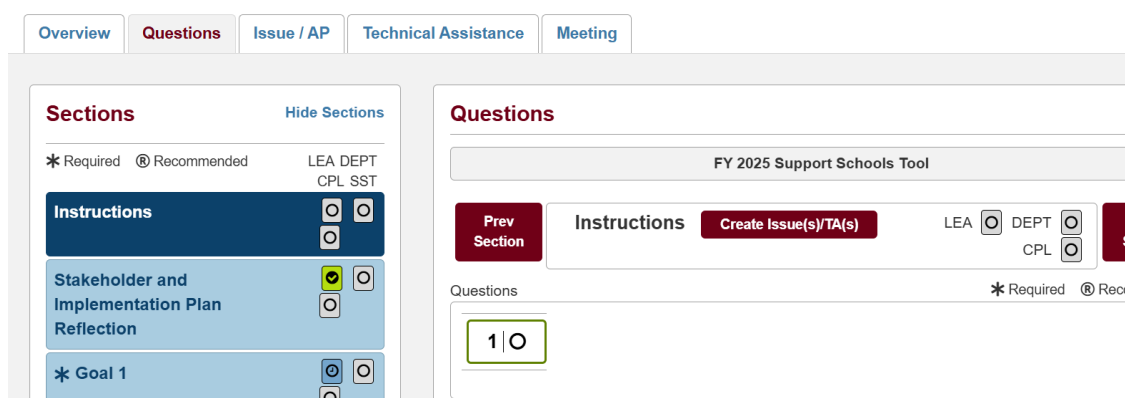
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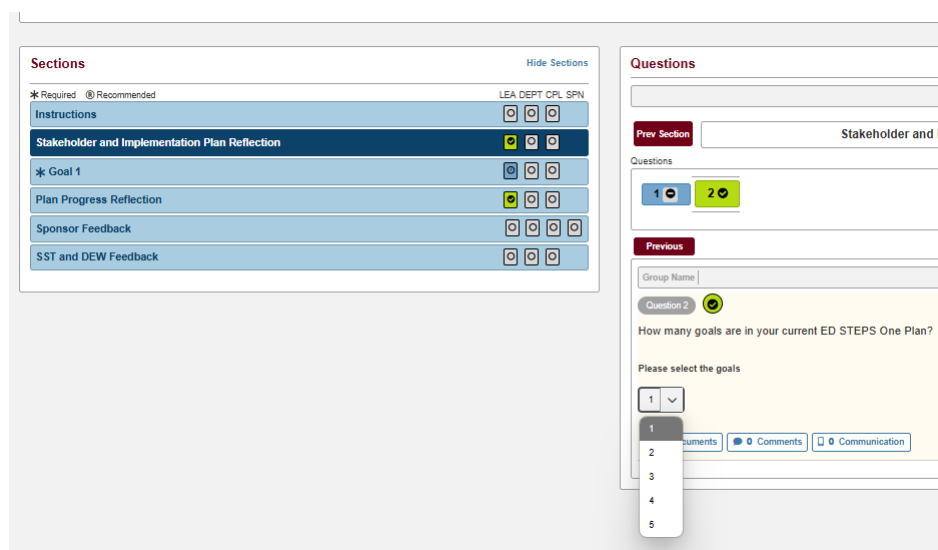
Using the Tool

QUESTIONS

Questions may require "Yes" or "No" responses, text box responses, and/or document uploads. If data is unavailable, the school or district may need to upload a document or provide a statement to provide justification for the missing information. The question tab at the top will turn green when the question has been answered.

The left side of the screen shows multiple sections that will need to be completed as part of the survey. The first section is the "Instructions." The next section is "Stakeholder and Implementation Plan Reflection."

Depending on how many goals there are in the One Plan, a section will open for each goal (up to 5).

Figure 2: A screenshot of the Support Schools Tool showing the option to choose how many goals

After the number of goals are selected (in the picture below: 3), the correct number of goals will populate in the tool.

Figure 3: A screenshot highlighting how the selection of 3 goals will lead to 3 goals being populated

After providing adult and student data measures for each goal, the respondent will need to select the number of evidence-based strategies that exist for each goal in the One Plan. The next question then asks how many action steps have been completed for each strategy.

Department of Education & Workforce

After the goal sections, there are progress plan reflection questions and a section for district or sponsor feedback. The State Support Team and Department feedback section is the final section of the tool.

UPLOADING DOCUMENTS

For the first section, "Stakeholder and Implementation Plan Reflection," schools and districts will need to upload documents.

To upload a document, scroll to the bottom, click on the "Documents" button and follow instructions.

A window will open to the left. Click on "Add Documents."

First, select the type of document. Then, either drag and drop documents into the space indicated or click on the space to browse files. Scrolling down after adding a document, the document list will show that it has been added. A document count will show to the left. **Please do not upload more than 4 documents per question.**

DISTRICT AND SPONSOR FEEDBACK

District teams and sponsors are asked to reflect on the responses provided in the tool by a school. Additionally, any suggested resources or contact information that would be helpful for a school can be added. District teams and sponsors can upload documents that might be helpful for the school to utilize based on their responses in the tool.

SUBMITTING RESPONSES

After answering all required questions within each survey section, select *Submitted* or *Completed* (depending on survey type) from the Completion Status drop-down menu and click *Save*.

The system will not allow the user to submit or complete the survey until all required questions have been answered. An error message identifies the section(s) with unanswered required questions that need to be completed prior to completing the survey.

State Support Team (SST) and Department Feedback

SST and Ohio Department of Education and Workforce staff will review the answers and information submitted by CSI and ATSI schools in Cohort 3, as well as any district plans and responses. The SST and Department staff will provide feedback and suggested resources.

Ohio **Department of Education & Workforce**

Printing a Survey to PDF-Questions and Responses

The application can convert a survey to a printable PDF. Adobe Acrobat Reader or a browser capable of reading PDFs is required. Click the icon on the left edge of the Survey Plan(s) area to show the Download PDF option on the screen. Once the PDF option is selected, the system will generate the PDF in a separate browser window, allowing the PDF to be saved.

Important Reminders

- If districts or schools need support completing the tool they should reach out to their State Support Team or relevant contacts at the Department of Education and Workforce. Here is a list of entities that may complete the tool, and the associated offices at the Department that can be contacted for support:
  - Community Schools and Sponsors - Office of Community Schools
  - Urban Eleven Districts - Office for Exceptional Children
  - All other districts and schools - Office of School and District Improvement

- In preparation for using the Support Schools Tool, district and school leaders should gather data related to each area addressed in the tool. These entities may need to provide documentation to support responses to questions.

- Relevant stakeholders should be involved in an annual review of the progress of the adult and student measures in the One Plan.

- Authentic reflection on the current One Plan is a critical component of the Support Schools Tool. The tool is not just a compliance task. The tool is a process for identifying barriers, opportunities, strengths and weaknesses within the progress of the plan implementation. Reviewers will be looking for clear data indicators and honest reflection on data to provide useful feedback and support.

- Districts and schools should NOT upload data that contains personally identifiable information. Please mark or black out student and parent names if this information is present in the uploaded documentation. If a file is accidentally uploaded with personally identifiable information, please contact the Department at regional.support@education.ohio.gov to have it removed from the tool.

Department of Education & Workforce