

# Support Schools Tool Technical Manual



Office of School and District  
Improvement

November 2025



**Department of  
Education &  
Workforce**

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>ABOUT THE SUPPORT SCHOOLS TOOL</b> .....	<b>2</b>
<i>What is the Support Schools Tool?</i> .....	2
<i>Who Uses the Tool?</i> .....	2
Required Use .....	2
Due Dates and Feedback Timelines .....	3
<i>Access and OEDS Roles</i> .....	3
What roles are needed to access the Support Schools Tool? .....	3
<b>USING THE TOOL</b> .....	<b>4</b>
<i>Guidelines for Schools and Districts</i> .....	4
Before Beginning .....	4
Signing into OH ID .....	4
Accessing the support schools tool .....	5
Accessing the survey questions .....	5
Uploading documents .....	7
Answering Questions .....	8
District and Sponsor Feedback .....	9
Submitting Responses .....	9
<i>State Support Team (SST) and Department Feedback</i> .....	10
<i>Printing a Survey to PDF-Questions and Responses</i> .....	10
<i>Important Reminders</i> .....	10

# About the Support Schools Tool

## What is the Support Schools Tool?

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 evaluate and, if necessary, 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.

## 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 is available to all schools and districts but is only required for select ED STEPS Cohort 1 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 1 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 by doing the following:

1. Review the progress of their District-Level One Plan.
2. Provide feedback to the tool responses made by the CSI or ATSI school(s) within the district.

Department staff will provide feedback on submissions from CSI and ATSI schools and district-level submissions. For schools receiving State Support Team (SST) support, SST staff will also contribute feedback. If responses lack clarity, an SST consultant or Department staff member may follow up and clarification. The Office of Community Schools will coordinate with SST Consultants, Sponsors, and the Office of School and District Improvement to provide feedback for community schools with a CSI or ATSI identification. Members of the Urban Support Team will provide feedback for districts and schools they serve in conjunction with SST staff.

## DUE DATES AND FEEDBACK TIMELINES

- **January 30, 2026**
  - Deadline for all Cohort 1 CSI and ATSI identified schools need to complete the Support Schools Tool.
  - Deadline for all districts that contain Cohort 1 CSI and ATSI schools to:
    - a. Provide feedback to their schools' responses in the Support Schools Tool.
    - b. Complete the district-level Support Schools Tool.
  - Deadline for Sponsors to provide their optional feedback.
- **February 28, 2025**-Deadline for SST and Department Feedback for Support Schools Tool.

## Access and OEDS Roles

### WHAT ROLES ARE NEEDED TO ACCESS THE SUPPORT SCHOOLS TOOL?

The FY26 Support Schools Tool is live as of November 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 an appropriate OEDS role to access the Support Schools Tool.

School-level OEDS Roles:

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

District-level OEDS Roles:

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

The superintendent may grant access by asking the OEDS Organization Administrator of the district 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

# Using the Tool

## Guidelines for Schools and Districts

### BEFORE BEGINNING

- It is strongly advised that schools and districts complete the tool with a team of stakeholders, which will assist with reviewing the implementation of the One Plan.
- 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.
- The teams should also have all data collected associated with One Plan goals.
- Responses should be an honest assessment 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

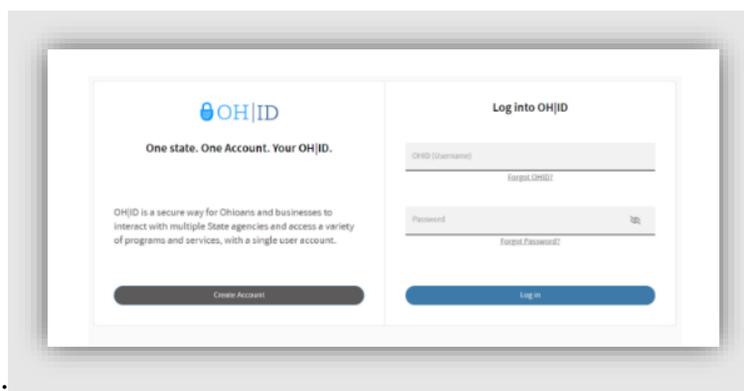


Figure 1: The Ohio ID login page

## ACCESSING THE SUPPORT SCHOOLS TOOL

One can access the Support Schools Tool by either:

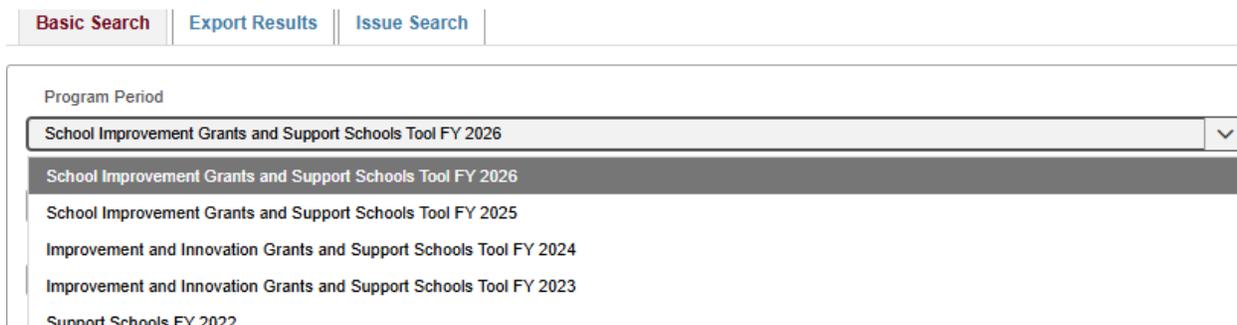
- a) Finding and selecting the EDSTEP tile and then clicking on the Support Schools Tool-One Plan Progress Monitoring icon.
- b) Finding and selecting the “Monitoring” tile.

After accessing the Monitoring Dashboard through either option, select “School Improvement Grants and Supports School Tool.”



## ACCESSING THE SURVEY QUESTIONS

Step 1: The system may default to 2025. You will need to select “**School Improvement Grants and Support Schools Tool FY 2026.**”



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

Basic Search | Export Results | Bulk Email | Issue Search

School Improvement Grants and Support Schools Tool FY 2025

District IRN/Name

Building IRN/Name

Sponsoring Organization IRN/Name

Results Count: 20

Search | Reset

Step 3: Click on the Questions tab at the top.

Overview | Questions | Issue / AP | Technical Assistance | Meeting

If more than one survey appears, select Support Schools Tool and click “Start Survey”.

Completion Status

Start Survey

Scroll down to see the Support Schools Tool questions.

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.”

Overview | Questions | Issue / AP | Technical Assistance | Meeting

Sections | Hide Sections

\* Required @ Recommended LEA DEPT CPL SST

Instructions

Stakeholder and Implementation Plan Reflection

\* Goal 1

Questions

FY 2025 Support Schools Tool

Prev Section | Instructions | Create Issue(s)/TA(s) | LEA DEPT CPL

1

## UPLOADING DOCUMENTS

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

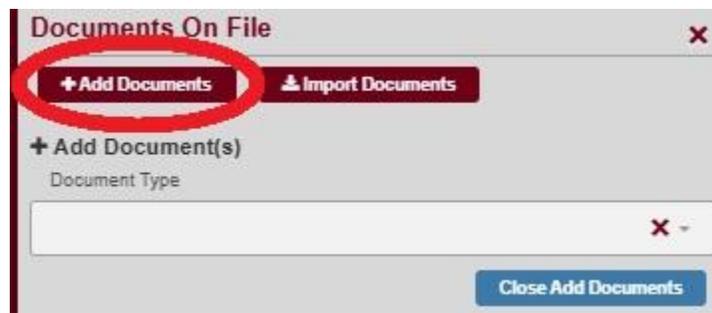
To upload a document, scroll to the bottom, click on the “Documents” button, and follow the instructions.

Select "yes" or "no": The stakeholders selected above are at least annually involved in a review of One Plan progress, including an examination of relevant student and adult data.

Yes  No

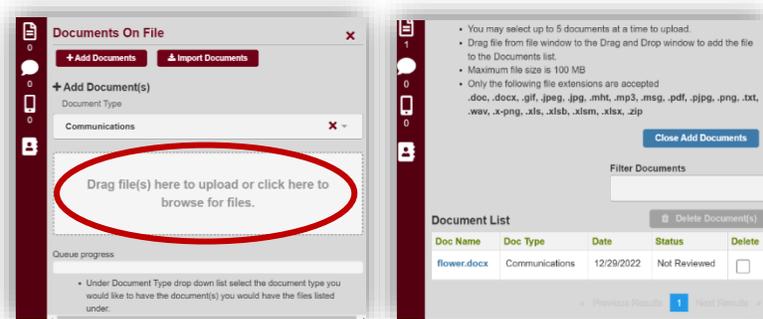
**0 Documents** **0 Comments** **0 Communication**     

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



First, select the document type. 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.**



## ANSWERING QUESTIONS

Once a school or district has completed uploading documents and answering questions, the question tab next to the number 1 at the top will turn green and a checkmark will appear.

Click on number two to answer the question about how many goals there are in the One Plan.

The screenshot shows a navigation bar at the top with a green tab labeled '1' containing a checkmark and a white tab labeled '2' containing a question mark. Below the navigation bar is a 'Previous' button. A 'Group Name' input field is present. The main content area is titled 'Question 2' and contains the text: 'How many goals are in your current ED STEPS One Plan?'. Below this text is the instruction 'Please select the goals' followed by a dropdown menu with options 1, 2, 3, 4, and 5. To the right of the dropdown are three buttons: 'Documents', 'Comments', and 'Communication', each with a zero icon.

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.

The screenshot shows two panels. The left panel, titled 'Sections', lists several sections with status icons: 'Instructions', 'Stakeholder and Implementation Plan Reflection', '\* Goal 1', '\* Goal 2', '\* Goal 3', 'Plan Progress Reflection', and 'SST and DEW Feedback'. The three goal sections are highlighted with a red box. The right panel, titled 'Questions', shows a 'Prev Section' button and a 'Stakeholder and Implementation' section. Below this, a 'Questions' section shows a green tab labeled '1' with a checkmark and a white tab labeled '2' with a question mark. A 'Previous' button is below. The 'Group Name' input field is present. The 'Question 2' tab is active and green, containing the text: 'How many goals are in your current ED STEPS One Plan?'. Below this text is the instruction 'Please select the goals' followed by a dropdown menu with the number '3' selected and highlighted with a red box.

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 asks how many action steps have been completed for each strategy.

Documents | Comments | Communication

**Question 3**

How many evidence-based strategies are a part of the One Plan Goal 1?

Select the number of evidence-based strategies:

1

Documents | Comments | Communication

**Question 4**

How many action steps have been completed for Strategy 1?

Select a number and briefly describe the action steps (maximum of 5) completed to date. Each action step description should be limited to a maximum of 3-5 sentences.

Select the number of Action Steps completed to date:

1

1 description:

2

3

4

5

200 Max Character Count

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.

## DISTRICT AND SPONSOR FEEDBACK

District teams and sponsors are asked to provide feedback 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 the school might find helpful 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 the *Save* icon.

Completion Status

Submitted

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.

## SST and Department Feedback

SST and Department staff will review the answers and information submitted by CSI and ATSI schools in Cohort 1, as well as any district plans and responses. The SST and Department staff will provide feedback and suggested resources.

## Printing a Survey to PDF-Questions and Responses

The application converts surveys to printable PDFs. A PDF reader or compatible browser 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. 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 – Urban Support Team
  - All other districts and schools - Office of School and District Improvement
- Districts and schools should NOT upload data that contains personally identifiable information. Please remove 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](mailto:regional.support@education.ohio.gov) to have it removed from the tool.