Guidance for Completion of the Fiscal Year 2022 DPIA and SWSF Data Collection Tool

Disadvantaged Pupil Impact Aid, Student Wellness and Success and Base Cost Student Wellness and Success

REQUIREMENTS AND INSTRUCTIONS

Background and Requirements for Reporting

During the 2021-2022 academic year, many schools across the state found innovative and effective ways to provide whole child supports, including mental and behavioral health care services, using Student Wellness and Success Funds (SWSF). (See the Department's Ideas for Innovation to Support Student Wellness webpage for best practices.) By completing a needs assessment to develop a plan, school districts are working with local organizations to determine community needs and resources so that the funds will make the greatest impact on the lives of students.

Ohio law requires that each district submit a report to the Department describing how it spent Disadvantaged Pupil Impact Aid (DPIA) funds during the fiscal year. To assist with the reporting process, districts are encouraged to keep records demonstrating they have met the legislated requirements of this funding. While working through a continuous improvement process, districts may revisit comprehensive plans outlining goals, strategies and partnerships to meet expected outcomes and review their monitoring and evaluation efforts. A chart outlining the use of each of the three funding sources (Disadvantaged Pupil Impact Aid, Student Wellness and Success and Base Cost Student Wellness and Success) is available in the Department's Student Wellness Funding Comparison Guide.

Preparing to Respond

SURVEY WINDOW: The FY 22 DPIA and SWSF Data Collection Tool is open from July 21-Sept. 9, 2022. The deadline for completion for this fiscal year is Sept. 9, 2022. Remember to click submit only when the survey is complete. It is not possible to reopen the survey after submission.

SCHOOL YEAR OF FOCUS FOR DATA COLLECTION: Report data on use of Disadvantaged Pupil Impact Aid, Student Wellness and Success and Base Cost Student Wellness and Success funds from July 1, 2021, through June 30, 2022. Submissions should account for all Disadvantaged Pupil Impact Aid, Student Wellness and Success and Base Cost Student Wellness and Success dollars spent in fiscal year 2022. Please complete the tool even if no funding was spent on wellness activities.

WHO COMPLETES: Individuals identified as "FORMS data user," "superintendent," "superintendent designee," "treasurer" or "treasurer's designee" in the Ohio Educational Directory System (OEDS) can complete the FY 22 DPIA & SWSF Data Collection Tool. **Only individuals identified as "superintendent" or "superintendent designee" can submit the Data Collection Tool for**

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completion. For these individuals, the FY 22 DPIA & SWSF Data Collection Tool is available in the Data Collection Tool Tile within the OH|ID web portal.

REPORTING SECTIONS: The data collection tool this year is split into five sections: Introduction, District Information, Initiative Detail, Initiatives and Acknowledgement. The Acknowledgement section is split into two parts: staff contact information and final acknowledgement and submission of reporting tool.

INTERNET BROWSER: The Department recommends using the Chrome internet browser to complete the Data Collection Tool.

Completing Reporting Tool

The FY 22 DPIA & SWSF Data Collection Tool must be completed in the Data Collection Tool application within the OH|ID web portal.

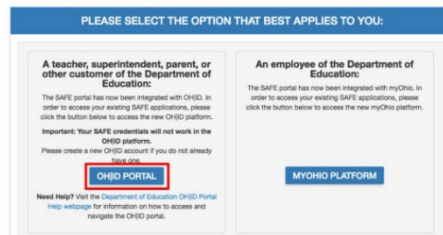Instructions and FAQs for the OH|ID portal are available on the Department's OH|ID portal help webpage.

STEP 1

Navigate to the Ohio Department of Education webpage and click on "Login."
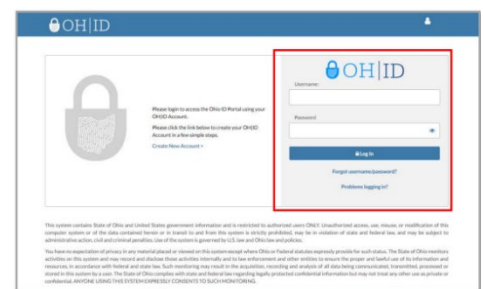

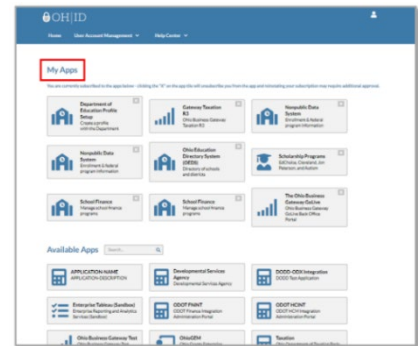## STEP 2

Choose "OH|ID Portal."

STEP 3

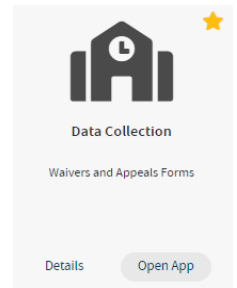Login using an OH|ID username and password.

STEP 4

The first section of the OH|ID homepage is the *My Apps* section. This houses tiles for applications an individual has previously accessed. If an individual has already completed the setup process for a tile, click on the tile from within the *My Apps* section to launch the application.

*Please note this screenshot shows a representative example of an OH|ID dashboard. The tiles on each dashboard may vary.
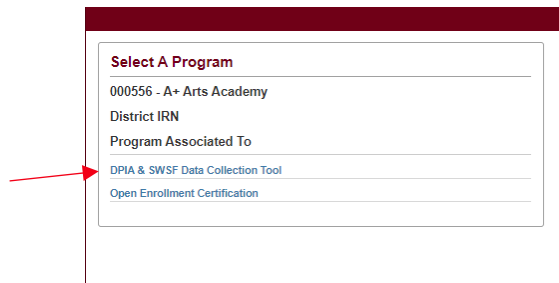
STEP 5

Select the Data Collection tile from the *My Apps* section. See a representation of the tile to the right. If the Data Collection tile is not visible in the *My Apps* section, search all Available Apps. See the [FAQs on adding apps to the OH|ID dashboard](#).
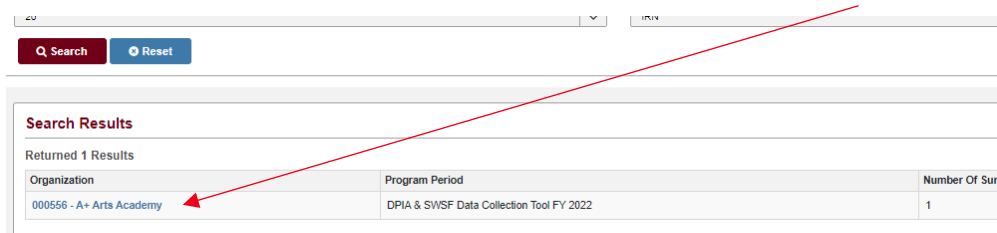
STEP 6

Select DPIA & SWSF Data Collection Tool.

STEP 7

Make sure the FY 2022 DPIA & SWSF Data Collection Tool is selected in the Program period at the top left side of the page. Select search and the school/district FY 2022 DPIA & SWSF Data Collection Tool will appear at the bottom of the screen. Select the name of the organization.

STEP 8

Select the Questions tab.

Overview | Questions

Status

Overall Status | Completion: **Not Started**

Consultants

None

Surveys: 1

Survey Name	Completion Status
FY 2022 DPIA & SWSF Data Collection Tool	Not Started

STEP 9

Click on Start Survey to begin reporting.

Overview | Questions

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status	
FY 2022 DPIA & SWSF Data Collection Tool				Start Survey

STEP 10
Important notes for completing and submitting survey results:

Introduction - The acknowledgement box must be checked for Introduction to turn green.

Sections | Hide Sections
* Required Recommended | LEA
* Introduction
* District Information
* Initiative Detail
* Acknowledgements

Questions
Prev Section
Questions
*1 | *2|O | *3|O | *4|O | *5|O

Group Name
* Question 1
Describe the goals your district has set for the Disadvanta
test
/8000 Max Character Count

District Information - As questions are answered, the question number at the top of the screen will turn green. Once all questions are answered, the section will turn green.

Initiatives Detail - The last question in the Initiative Detail section requests how many initiatives the school/district is reporting on. Once this question is answered, the Initiative questions will auto-populate.

Overview | Questions
* District Information
* Initiative Detail
* Initiative 1
* Initiative 2
* Initiative 3
* Acknowledgements

Initiatives - Many initiatives fit into several use categories. For Question 5 of this section, select the use that best describes the initiative. Other uses will be reported in Question 6. An example: mental health counseling occurring after school hours could be both a mental health use and an after-school activity. The primary use

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(Question 5) of this type of program would be mental health. Student services provided prior to or after school would be selected for Question 6.

Acknowledgements - This section is split into two parts:

1. Questions 1-3 request contact information.
2. Question 4 By checking this box, the superintendent or superintendent designee is acknowledging that all information submitted is complete and accurate. Only superintendent and/or superintendent designee will be able to check the box. To view the question, the Question 4 box at the top of the screen must be selected.

Submission - Only individuals identified as "superintendent" or "superintendent designee" in the Ohio Educational Directory System (OEDS) can submit the Data Collection Tool for completion. Please remember to mark the Data Collection Tool as completed by selecting the drop-down box located at the top of screen.

Retain a Copy - After completing and submitting the survey, print or save a PDF copy of the survey responses for the records of the school/district. To print or save a PDF copy of the report, select the three dots.

The Download PDF box will appear.

Guidance on Questions

The next several pages offer guidance for completing the questions included in the reporting tool. These pages can be used as a template to help staff gather and complete reporting on Disadvantaged Pupil Impact Aid, Student Wellness and Success and Base Cost Student Wellness and Success for FY 22.

CONTACT INFORMATION

Please send questions about the FY 22 Data Collection Tool to WellnessAndSuccess@education.ohio.gov

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GUIDANCE ON QUESTIONS

Introduction	
During fiscal year 2022, many schools had three separate funding streams available to provide student wellness activities: Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and remaining funds from Student Wellness and Success distributed during FY 20 and FY 21. This data collection tool allows for documentation of all three funding streams. Schools/districts with questions about completing the data collection tool should contact: WellnessandSuccess@education.ohio.gov	Be sure to mark the checkbox acknowledging that the Introduction has been read and understood.

District Information		
Question	**Guidance to consider when answering this question**	**This column can be used as a draft of the answers**
Q1. Describe the goals the school/district has set for the Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and Student Wellness and Success Funding.	What problems are the school/district trying to solve? What is the school/district trying to accomplish through implementation of the initiatives? What is the benefit to students, families and staff?	(8000-character max)
Q2. Did the school/district conduct a needs assessment to inform the spending of the funding?	Yes or No	☐ Yes ☐ No

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Q3. What gaps in services or resources has the school/district identified while planning for and implementing Disadvantaged Pupil Impact Aid and/or Student Success and Wellness Initiatives? (If none please type N/A)	What barriers did the school/district encounter while planning or implementing initiatives? How did the school/district overcome these barriers or how is the school/district working to overcome these barriers?	(8000-character max)
Q4. Did the school/district partner with another district to implement Student Wellness and Success Initiatives?	Did the school/district share resources or enter into a consortium with another district to implement a Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and Student Wellness and Success Fund initiative?	☐ Yes ☐ No

Q5. What data is the school/district using to measure the outcomes and impacts of Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and Student Wellness and Success Funds? (Check all that apply)	Examples of the types of evaluation and outcome data used to measure impact:
	
	• Student Attendance Data (attendance rate, chronic absenteeism)
	
	• Ohio Healthy Student Profile Data (Medicaid rate, primary care physician visit, dental visit, trip to emergency room, etc.)
	
	• Student Discipline Data
		☐ Student Attendance Data
		  o Data showed improvement in results from previous year.
		    o Please provide a narrative to describe your answer_____
		  o Data stayed consistent with results from previous year.
		    o Please provide a narrative to describe your answer_____
		  o Data showed a decline in results from previous year.
		    o Please provide a narrative to describe your answer_____
		  o N/A – first year of assessment.
		
		☐ Ohio Healthy Student Profile Data
		  o Data showed improvement in results from previous year.
		    o Please provide a narrative to describe your answer_____
		  o Data stayed consistent with results from previous year.

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| | Positive Behavioral Interventions and Supports (PBIS) and/or Tiered Fidelity Inventory Data

• Social-Emotional Learning (SEL) Data

• Staff Survey Data

• Student Survey Data

• Achievement Data

• Ohio Healthy Youth Environments Survey (OHYes!)

• One Needs Assessment

• Multitiered System of Support Data (tiered intervention data)

• Report Card Data

• Graduation Rates

• Reading Diagnostic Data

• School Climate Surveys

• Other (please list): _____ | o Please provide a narrative to describe your answer_____
o Data showed a decline in results from previous year.
  o Please provide a narrative to describe your answer_____
o N/A – first year of assessment.

☐ Student Discipline Data
o Data showed improvement in results from previous year.
  o Please provide a narrative to describe your answer_____
o Data stayed consistent with results from previous year.
  o Please provide a narrative to describe your answer_____
o Data showed a decline in results from previous year.
  o Please provide a narrative to describe your answer_____
o N/A – first year of assessment.

☐ Positive Behavioral Interventions and Supports (PBIS) and/or Tiered Fidelity Inventory Data
o Data showed improvement in results from previous year.
  o Please provide a narrative to describe your answer_____
o Data stayed consistent with results from previous year.
  o Please provide a narrative to describe your answer_____
o Data showed a decline in results from previous year.
  o Please provide a narrative to describe your answer_____
o N/A – first year of assessment.

☐ Social-Emotional Learning (SEL) Data
o Data showed improvement in results from previous year. |

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	_____	○ Please provide a narrative to describe your answer_____ ○ Data stayed consistent with results from previous year. ○ Please provide a narrative to describe your answer_____ ○ Data showed a decline in results from previous year. ○ Please provide a narrative to describe your answer_____ ○ N/A – first year of assessment. ☐ **Staff Survey Data** ○ Data showed improvement in results from previous year. ○ Please provide a narrative to describe your answer_____ ○ Data stayed consistent with results from previous year. ○ Please provide a narrative to describe your answer_____ ○ Data showed a decline in results from previous year. ○ Please provide a narrative to describe your answer_____ ○ N/A – first year of assessment. ☐ **Student Survey Data** ○ Data showed improvement in results from previous year. ○ Please provide a narrative to describe your answer_____ ○ Data stayed consistent with results from previous year. ○ Please provide a narrative to describe your answer_____ ○ Data showed a decline in results from previous year. ○ Please provide a narrative to describe your answer_____ ○ N/A – first year of assessment. ☐ **Achievement Data**

		o Data showed improvement in results from previous year.
		o Please provide a narrative to describe your answer_____
		o Data stayed consistent with results from previous year.
		o Please provide a narrative to describe your answer_____
		o Data showed a decline in results from previous year.
		o Please provide a narrative to describe your answer_____
		o N/A – first year of assessment.

☐ Ohio Healthy Youth Environments Survey (OHYes!)
- o Data showed improvement in results from previous year.
  - o Please provide a narrative to describe your answer_____
- o Data stayed consistent with results from previous year.
  - o Please provide a narrative to describe your answer_____
- o Data showed a decline in results from previous year.
  - o Please provide a narrative to describe your answer_____
- o N/A – first year of assessment.

☐ One Needs Assessment
- o Data showed improvement in results from previous year.
  - o Please provide a narrative to describe your answer_____
- o Data stayed consistent with results from previous year.
  - o Please provide a narrative to describe your answer_____
- o Data showed a decline in results from previous year.
  - o Please provide a narrative to describe your answer_____
- o N/A – first year of assessment.

☐ Multitiered System of Support Data
- Data showed improvement in results from previous year.
  - Please provide a narrative to describe your answer_____
- Data stayed consistent with results from previous year.
  - Please provide a narrative to describe your answer_____
- Data showed a decline in results from previous year.
  - Please provide a narrative to describe your answer_____
- N/A – first year of assessment.

☐ Report Card Data
- Data showed improvement in results from previous year.
  - Please provide a narrative to describe your answer_____
- Data stayed consistent with results from previous year.
  - Please provide a narrative to describe your answer_____
- Data showed a decline in results from previous year.
  - Please provide a narrative to describe your answer_____
- N/A – first year of assessment.

☐ Graduation Rates
- Data showed improvement in results from previous year.
  - Please provide a narrative to describe your answer_____
- Data stayed consistent with results from previous year.
  - Please provide a narrative to describe your answer_____
- Data showed a decline in results from previous year.
  - Please provide a narrative to describe your answer_____
- N/A – first year of assessment.

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☐ Reading Diagnostic Data
- o Data showed improvement in results from previous year.
    - o Please provide a narrative to describe your answer_____
- o Data stayed consistent with results from previous year.
    - o Please provide a narrative to describe your answer_____
- o Data showed a decline in results from previous year.
    - o Please provide a narrative to describe your answer_____
- o N/A – first year of assessment.

☐ School Climate Surveys
- o Data showed improvement in results from previous year.
    - o Please provide a narrative to describe your answer_____
- o Data stayed consistent with results from previous year.
    - o Please provide a narrative to describe your answer_____
- o Data showed a decline in results from previous year.
    - o Please provide a narrative to describe your answer_____
- o N/A – first year of assessment.

☐ Other _____

(list type of data, if data showed improvement in results from previous year; stayed consistent with results from previous year; showed a decline in results from previous year; or N/A new data evaluation tool and provide a brief narrative to explain the school/district results):

_____

Initiative Detail

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Q1. What funding sources were used for initiatives included in this report (check all that apply and include amount expended during FY 22)? Click here to view the school/district Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success and remaining FY 20 and FY21 Student Wellness and Success Funds during FY 22.	Be sure to mark all funding sources for all initiatives reported in this data collection tool. Amounts entered should be the total funding expended including all initiatives combined for each funding stream. (Figures entered should be actual expenditures, not estimates)	☐Disadvantaged Pupil Impact Aid Funding
		    ○ $
		☐Base Cost Student Wellness and Success Component
		    ○ $
		☐Remaining Student Wellness and Success Funds from FY 20 & FY 21
		    ○ $
		☐Federal COVID Relief
		    ○ $
		☐Other funds: (list)_____
		    ○ $

Q2. State the number of new Full Time Equivalent (FTE) staff positions funded by Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success and remaining FY 20 and FY21 Student Wellness and Success Funds during FY 22.	Enter a number in each box. Place a 0 in the box if there was no funding of FTE staff positions.	Disadvantaged Pupil Impact Aid #_____ Base Cost Student Wellness and Success #_____ Remaining FY 20 and FY 21 SWSF #_____
Q3. State the number of existing FTE staff positions funded by Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success and remaining FY 20 and FY 21 Student Wellness and Success Funds during FY 22.	Enter a number in each box. Place a 0 in the box if there was no funding of FTE staff positions.	Disadvantaged Pupil Impact Aid #_____ Base Cost Student Wellness and Success #_____ Remaining FY 20 and FY 21 SWSF #_____

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Q4. Share a success story or describe the effect that Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and Student Wellness and Success Funding has had on school/district students, families or community. Please include specific examples and quotes from students, teachers or families, evaluation data used to measure impact and the funding source used to pay for the initiative. (Please do not include specific student names)	This is an opportunity to share successes the school/district has experienced as a result of the planning and implementation of Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success Component and Student Wellness and Success Funding.	(8000-character max)
Q5. How many services (initiatives) based on those allowable uses listed in the law did the school or district have?	Select the total number of initiatives the school/district is reporting on from the drop-down menu.	The Initiative drop-down menu will offer number to select from 0 thru 20 initiatives: _____ (If the school/district has more than 20 initiatives, contact the Office of Whole Child Supports for guidance at WellnessAndSuccess@education.ohio.gov)

Initiatives (Questions in this section will be asked for each initiative. These questions will auto-populate based on the answer entered in Question 5 of the Initiative Detail section above.)		
Q1. Initiative Title	Provide a name for the initiative that identifies both the district and the initiative.	(8000-character max)
Q2. Initiative Description	Describe, in detail, the initiative being implemented.	(8000-character max)

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Q3. Initiative Status	Is this a new initiative? Is this an existing initiative? Or is the school/district expanding an existing initiative? Select the option that best describes this initiative.	☐ New ☐ Existing ☐ Expanded

Q4. What funding sources were used for this initiative? (Check all that apply and include amount expended during FY 22)	Be sure to mark all funding sources used to support this initiative. The figures entered should be actual expenditures, not estimates.	☐Disadvantaged Pupil Impact Aid Funding
		   o $
		☐Base Cost Student Wellness and Success Component
		   o $
		☐Remaining Student Wellness and Success Funds from FY 20 & FY 21
		   o $
		☐Federal COVID Relief
		   o $
		☐Other funds: (list)_____
		$

Q5. Community Partner(s) included in the planning for this initiative. (Select all that apply)	This is the list of community partners identified in the statute. The district must partner with at least one community partner and is encouraged to ally with multiple community partners during the planning process. Select all community partners involved in the planning of the initiative.	☐ Board of alcohol, drug and mental health services established under Ohio Law. ☐ Educational service center ☐ County board of developmental disabilities ☐ Community-based mental health treatment provider ☐ Board of health of a city or general health district ☐ County department of job and family services ☐ Nonprofit organization with experience serving children

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		☐ Public hospital agency ☐ Other (please list) _____
Q6. Primary service based on allowable use of funds for this initiative (**pick one** primary use per initiative).	Ohio law identifies 17 allowable uses (services) for funds entered into the FY 22 DPIA & SWSF Data Collection Tool. Pick the allowable use that best identifies the initiative. Many initiatives involve more than one use. Other uses will be reported in the next question.	☐Mental health services, including telehealth services ☐Culturally appropriate, evidence-based or evidence-informed prevention education, youth-led programing and social and emotional learning curricula to promote mental health and prevent substance use and suicide ☐Services for homeless youth ☐Services for child welfare-involved youth ☐Community liaisons or programs that connect students to community resources, including City Connects, Communities in Schools and other similar programs ☐Physical health care services, including telehealth ☐Family engagement and support services ☐Student services provided prior to or after the regularly scheduled school day or at any time school is not in session, including mentoring programs ☐Extended school day or school year (DPIA funding only)

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		☐Reading improvement and intervention (DPIA funding only)
		☐Instructional technology or blended learning (DPIA funding only)
		☐Professional development in reading instruction for teachers of students in kindergarten through grade 3 (DPIA funding only)
		☐Dropout prevention (DPIA funding only)
		☐School safety and security measures (DPIA funding only)
		☐Community learning centers that address barriers to learning (DPIA funding only)
		☐Academic interventions for students in grades 6-12 (DPIA funding only)
		☐Employment of an individual who has successfully completed the Bright New Leaders for Ohio Schools program as a principal or assistant principal (DPIA funding only)
		☐Professional Development Cultural Competency
		☐Professional Development Trauma Informed Care
Q7 Does this initiative fit into other service categories (allowable uses)? If yes, please select all service categories that apply. If no, mark N/A- this	Select all that apply excluding the primary use selected above.	☐ N/A – this initiative only includes the one allowable use selected above

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initiative only includes the one allowable use selected above.		☐ Mental health services, including telehealth services
		☐ Culturally appropriate, evidence-based or evidence-informed prevention education, youth-led programing and social and emotional learning curricula to promote mental health and prevent substance use and suicide
		☐ Services for homeless youth
		☐ Services for child welfare-involved youth
		☐ Community liaisons or programs that connect students to community resources, including City Connects, Communities in Schools and other similar programs
		☐ Physical health care services, including telehealth
		☐ Family engagement and support services
		☐ Student services provided prior to or after the regularly scheduled school day or at any time school is not in session, including mentoring programs
		☐ Extended school day or school year (DPIA funding only)
		☐ Reading improvement and intervention (DPIA funding only)
		☐ Instructional technology or blended learning (DPIA funding only)

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		☐ Professional development in one of the following topics: reading instruction for teachers of students in K-3 grade (DPIA funding only); Cultural Competency (FY 20 and FY 21 SWSF only); Trauma Informed Care (FY 20 and FY 21 SWSF only) ☐ Dropout prevention (DPIA funding only) ☐ School safety and security measures (DPIA funding only) ☐ Community learning centers that address barriers to learning (DPIA funding only) ☐ Academic interventions for students in grades 6-12 (DPIA funding only) ☐ Employment of an individual who has successfully completed the Bright New Leaders for Ohio Schools program as a principal or assistant principal (DPIA funding only)
Q8. Number of students **directly** impacted by the initiative.	Enter the number of students impacted by the initiative: • Programs, services and initiatives provided to specific students. For example, an after-school program that serves up to 100 students can be "directly" counted and included in this figure.	Number of students_____
Q9. Number of students **indirectly** impacted by the initiative.	Enter the number of students for each initiative. • Programs, services and initiatives that impact the school or community at large. For example, all students in	Number of students_____

	all grades could be indirectly counted in the case of a school-based health care clinic that potentially serves the entire school community.	

Acknowledgement

Contact Information - Please provide contact information for a school employee working in each of the specified fields. If the school/district does not have a person to list, please type N/A in the name field and go to the next question.

Q1. Physical health care		• Name_____ • Email_____ • Phone Number _____
Q2. Mental health services		• Name_____ • Email_____ • Phone Number _____
Q3. Liaison or community engagement/support services		• Name_____ • Email_____ • Phone Number _____
Q4. Acknowledgement of Requirements: By checking the box, the superintendent or superintendent designee is stating that the information included in the report is a **complete** and **accurate** representation of the use of funds.	The superintendent or superintendent designee understands and acknowledges that the information disclosed above is a complete and accurate representation of the use of funds.	**Only individuals identified as "superintendent" or "superintendent designee" can acknowledge this final step and submit the Data Collection Tool for completion**.

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FINAL STEP:	Don't forget to change the Completion Status from In Progress to Completed and select the Save button.

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