



Guidance for Completion of the Fiscal Year 2023 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 2022-2023 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). 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 fiscal year 2023 (FY 23) DPIA and SWSF Data Collection Tool will be open from June – Aug 1, 2023. The deadline for completion for this fiscal year is Aug 1, 2023. Remember to mark the tool as completed only when the survey is finished. If you need to edit your tool after marking it complete, please contact the Office of Whole Child Supports at wellnessandsuccess@education.ohio.gov.

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, 2022, through June 30, 2023. Submissions should account for all Disadvantaged Pupil Impact Aid, Base Cost Student Wellness and Success and Remaining FY 20 and FY 21 Student Wellness and Success dollars spent in FY 23. 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 23 DPIA & SWSF Data Collection Tool. **Only individuals identified as “superintendent” or “superintendent designee” can mark the tool as complete in the Data Collection Tool.** For these individuals, the FY 23 DPIA & SWSF Data Collection Tool is available in the Data Collection Tool Tile within the [OH|ID web portal](#). **Please note that only one person can enter information into the reporting tool at a time.**

REPORTING SECTIONS: The data collection tool is split into six sections: Introduction, District Information, Initiative Detail, Initiatives, Financial Review 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 23 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](#).

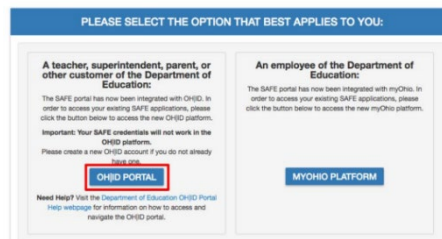
STEP 1

Navigate to the [Ohio Department of Education webpage](#) and click on “Login.”



STEP 2

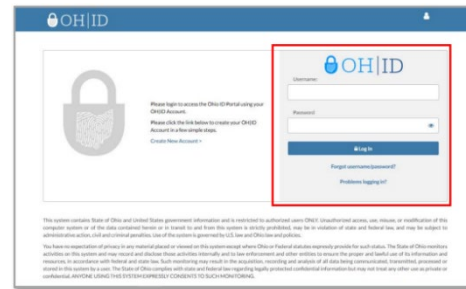
Choose “[OH|ID Portal](#).”





STEP 3

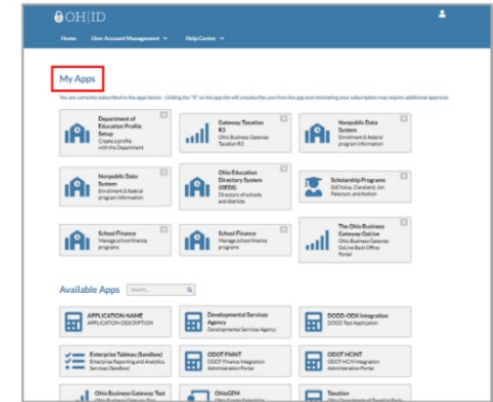
Login using an OH|ID username and password.



STEP 4

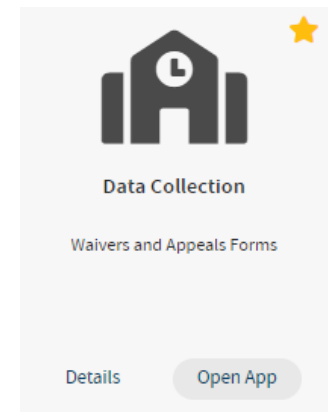
The first section of the OH|ID homepage is the *My Apps* section. This houses tiles for applications an individual has previously accessed. If an individual has already completed the setup process for a tile, click on the tile from within the *My Apps* section to launch the application.

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



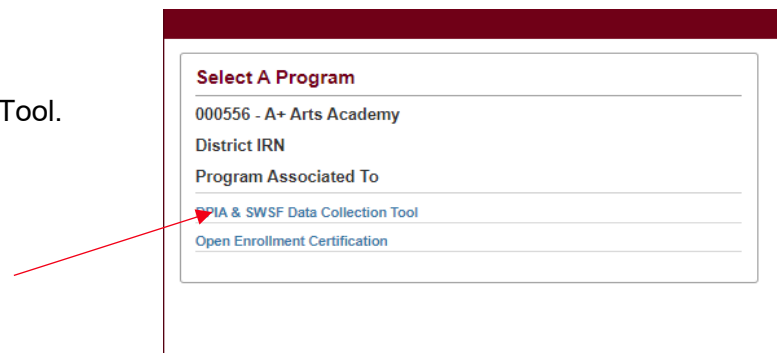
STEP 5

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 23 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 23 DPIA & SWSF Data Collection Tool will appear at the bottom of the screen. Select the name of the organization.

20 IKIN

Q Search **Reset**

Search Results

Returned 1 Results

Organization	Program Period	Number Of Surveys
000556 - A+ Arts Academy	DPIA & SWSF Data Collection Tool FY 2022	1

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.

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.

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

Initiatives Detail –

Question 1 under this section asks which funding sources were used to fund the initiatives included in the district’s reporting. Please note that the Financial Review section will sum all of the funding sources and amounts reported for each initiative. The user should compare the final numbers in the Financial Review section with the numbers reported for Question 1 of the Initiatives Detail question.

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. Quick tip when entering financial information do not type a coma or period (the field is a number only field and will not save data if a different character is entered). Be sure to click using the mouse from one section to the next instead of selecting enter button.

Sections Hide Sections

- * Required @ Recommended LSA
- * Introduction
- * District Information
- * Initiative Detail
- * Acknowledgements

Questions

1 2 3 4 5

Group Name

* Question 1

Describe the goals your district has set for the Disadvant

test

1 / 8000 Max Character Count

Sections Hide Sections

- * 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.

Question 5 will ask the user to select the primary initiative and the user must check every box and enter the amount of funding source from the list provided. If the district did not use any of funds from a particular funding stream, the user must still select the radio button and enter \$0 into the text box. If the district did not use any 'other' funds, the user must indicate this by entering 'N/A' into the text box and entering '\$0' for the amount text box.

* Question 5

Primary service based on allowable use of funds for this initiative (only pick on primary use per initiative). After selecting the primary initiative, you must check every box and enter the amount spent from each funding source below the list. If you did not spend any funds from a funding stream, please put \$0 in the text box. If you did not use 'other' funding, please indicate by entering 'N/A' in the corresponding text box and '\$0' in the amount text box.

- Mental health services, including telehealth services
- Culturally appropriate, evidence-based or evidence-informed prevention education, youth-led programming 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)
- 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 Trauma Informed Care Professional Development Cultural Competency

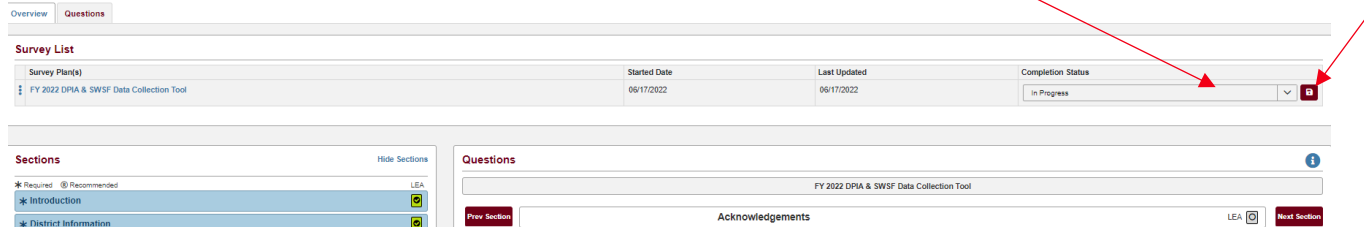


Financial Review- the table in this section auto-populates from the information that was entered into question #5 for each initiative. Please double check the totals at the bottom of each of the columns and assure that the totals listed in this section match what you have entered into **initiative detail section question #1**. If your numbers do not match please go back and make the necessary adjustments to assure that accurate figures were entered into all fields.

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 may need to be selected.

Submission - Only individuals identified as “superintendent” or “superintendent designee” in the Ohio Educational Directory System (OEDS) can **mark the tool as complete** in the Data Collection Tool. To mark the Data Collection Tool as completed select the drop-down box located at the top right side of screen, select Completed and then select the red save icon box to the right of the completion status selection.



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 FY23 Data Collection Tool Worksheet can be on the [Department’s Supporting Student Wellness](#) webpage under Reporting. This tool 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 23.

CONTACT INFORMATION

Please send questions about the FY 23 Data Collection Tool to WellnessAndSuccess@education.ohio.gov