Perkins Compliance System Manual

OFFICE OF CAREER-TECHNICAL EDUCATION

Contents

Getting Help

General Assistance

For general assistance, please contact your assigned **Education Program Specialist**.

Ohio Department of Education		
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Ohio Department of Higher Education		
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Career-Technical Education Compliance Tracking System

For technical assistance with the compliance system, please contact Tawanna Fields-Mphande at tawanna.fields-mphande@education.ohio.gov.

Accessing the Career-Technical Education Compliance System

The Secondary and Postsecondary Self-Assessment is a web-based application process. Users can access the online compliance system through Departments secure Web Portal. Click on the Secure Application for Enterprise (SAFE) link located at the top of the department home page.

Introduction to the Monitoring System

The Ohio Department of Education's Compliance Tracking System has migrated to the new Cloud-Based Monitoring and Tracking System effective January 2021. The migration of the system programs occurred in phases over the last ten months. The new system is designed to enhance the user's experience by making the system more convenient, easier to navigate and with a friendlier format.

Accessing the Compliance System

Logging on through the Secure Application for Enterprise (SAFE) account

Users can access the online Career-Technical Education Perkins Compliance Self Survey through the Ohio Department of Education's OH|ID secure Web portal log-in (formerly known as SAFE [Secure Application for Enterprise]). The new OH|ID portal now is online, and all applications are accessible to all education users. Users can access the OH|ID portal by clicking the "Login" link at the top of the Department of Education homepage or going to the OH|ID portal directly at ohid.ohio.gov.

If you need technical support with your account, contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov.

1. Click the **Login** link at the top of the education.ohio.gov homepage.

2. Click on the **OH|ID Portal** button.

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

**A teacher, superintendent, parent, or other customer of the Department of Education:**

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.
Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

MYOHIO PLATFORM

3. Enter your OH|ID username and password, then click the **Log In** button

To access the **Perkins Survey,** you must have one the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): CCIP Authorized Representative, CCIP Fiscal Representative, Superintendent, Treasurer, Data Entry Planning-CCIP and Data Entry Funding-CCIP. *(If you do not see Career-Technical Education Perkins Survey for secondary recipients or Ohio Department of Higher Education for postsecondary recipients in the list of available programs, then the Ohio Educational Directory System [OEDS] Administrator in your district must assign to you one of these roles.)* Click on the icon beside "Select Programs."

4. If you don't have an existing OH|ID account, click on **Create New Account**.
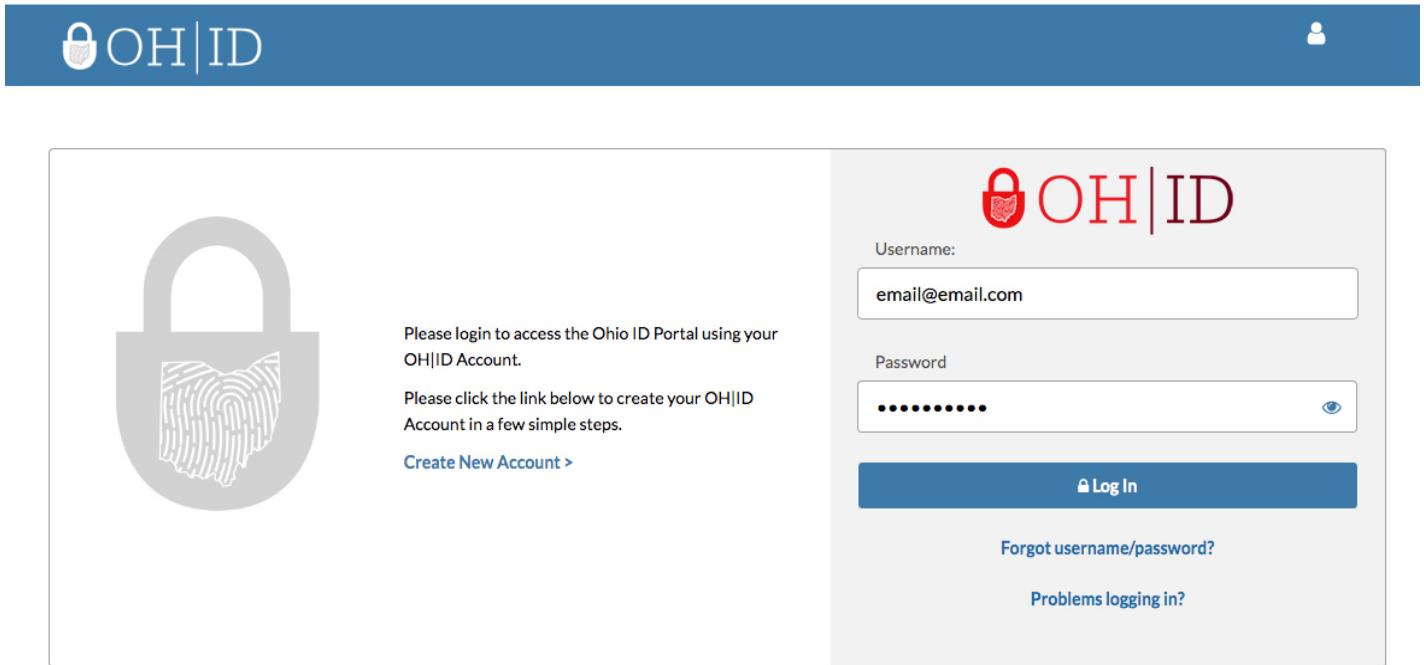
5. Once you are logged-in, you should see a list of programs that you have access to in your OH|ID portal. Select the **Monitoring** program link in the list.

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Completing Perkins *NEW* Cloud System Self Survey

1. Once in the Monitoring system, you will see the **Monitoring Dashboard**. The dashboard provides you with information at a glance, as well as announcements.

2. Select **Career Technical Education Perkins Monitoring** or **Ohio Department of Higher Education** from list of **Available Programs** under **Select a Program**.

Secondary View
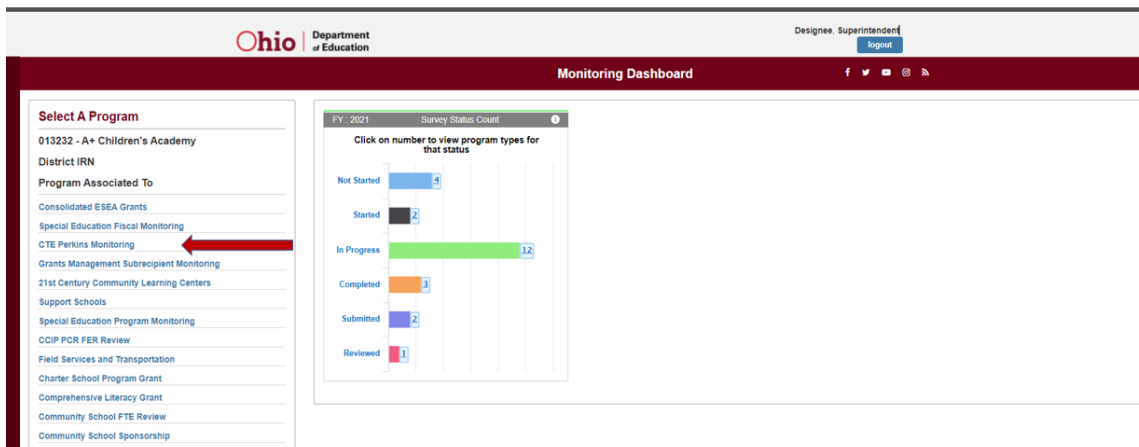
Post-Secondary View
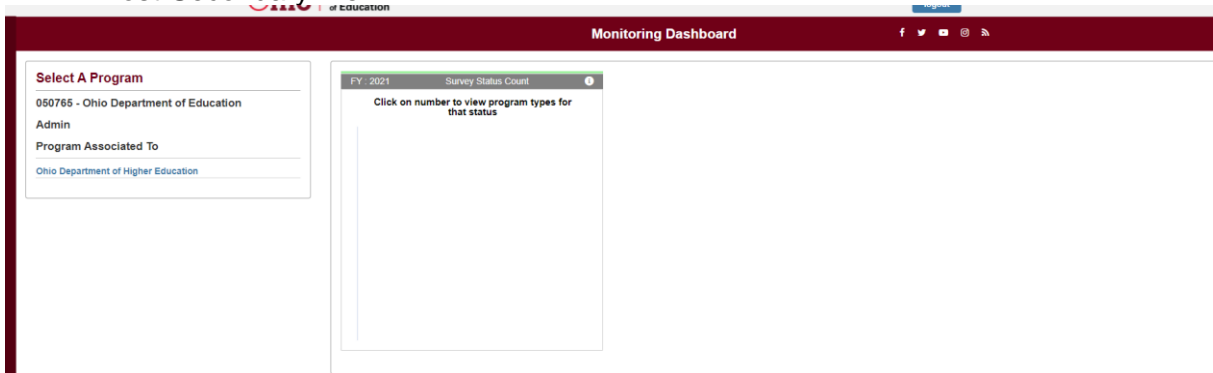
3. This will take you to the **Basic Search Page**. The **Basic Search Tab** will automatically prepopulate the district in the Search Results below.

4. Click on the link to your instituion in the **Search Results** section.

5. The **Compliance Page** will open. This page will provide information on the overall status of each survey assigned to the institution.

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6. Click on the **Questions** tab to select the survey you want to start working on from the list. Change status to **Draft Started**. The questions will then populate for your district's survey.


7. The survey will populate with the questions organized into sections. Each section has sub-sections located in question groupings on the right. As you highlight a section, the question numbers will show up on the right-hand side of the page. Each grouping of questions will populate below the numbers as you click on the numbers. The sub-section title will display above the questions highlighted.

The Perkins recipient must respond to all required questions showing. As you go through each item and collect your evidence for district files, check off the item in the checkbox. Recipients are not required to submit evidence unless selected for a **full review**.

Closing Self Survey

Closing the Self Survey occurs when the recipient has checked off all the required items in the survey. All items must show green on the left navigational side for sections and sub-sections in the survey.

1. Once all the required items are completed in the survey, change the survey status to **Submitted**.
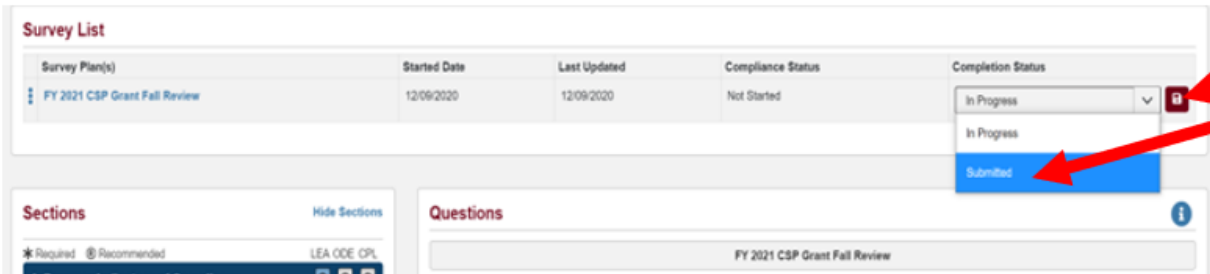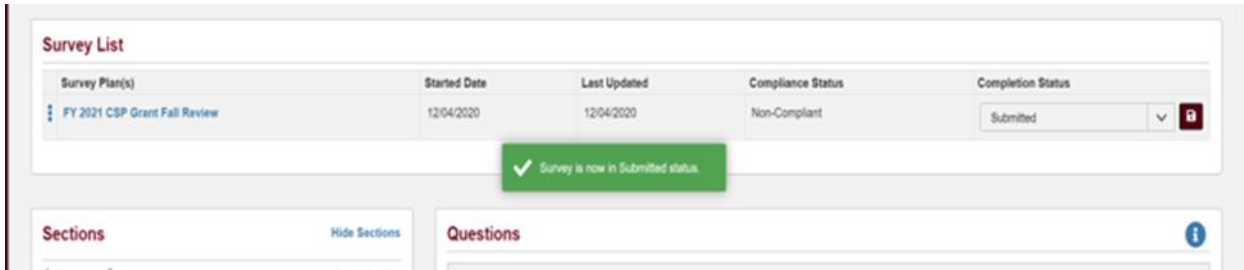

Note: If a recipient attempts to submit the survey and not all required questions have been answered, an error will appear on the page, preventing the institution from submitting the survey.
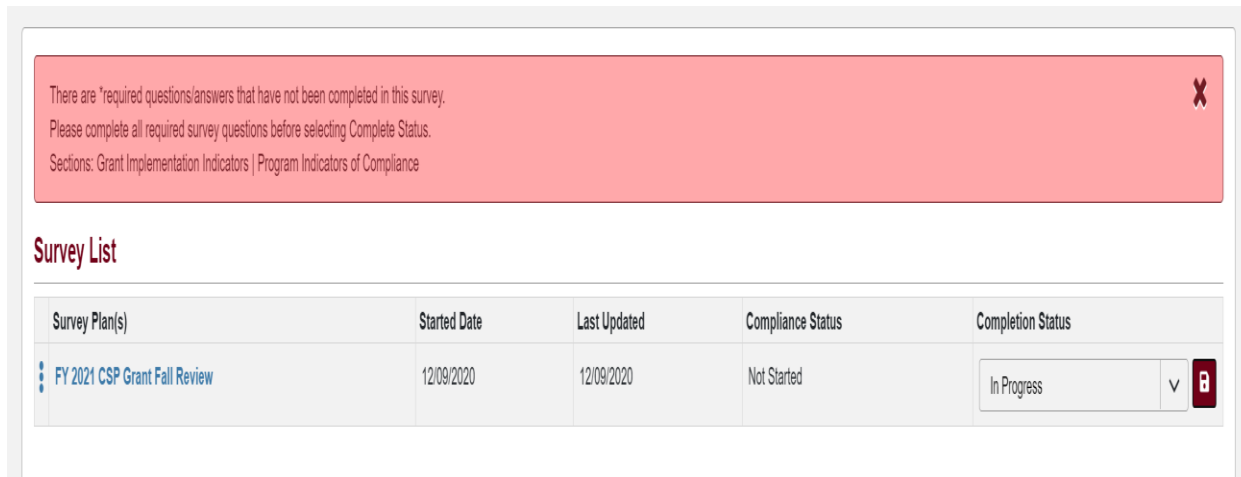
2. Once all required items have been checked as completed, the first column on the left-hand side panel will appear green for each item. At this time, the recipient may then select **Survey Completed**. A message will appear as below indicating that the institution has successfully submitted the compliance survey.
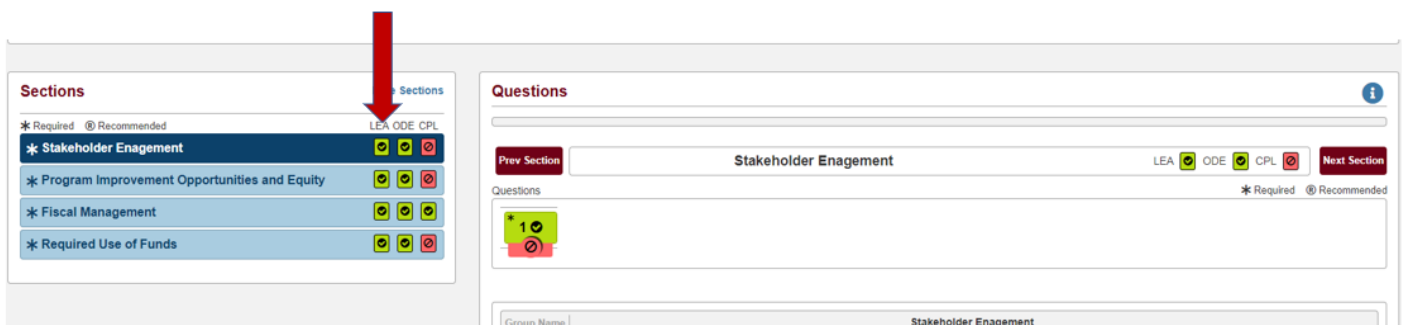
Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status	
FY 2021 CSP Grant Fall Review	12/04/2020	12/04/2020	Non-Compliant	Submitted	🔒

✓ Survey is now in Submitted status.

Sections   Hide Sections   **Questions**   ℹ

At this point the self-survey will show as completed and is closed. There are no further steps needed.

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