

Support Schools Tool Technical Manual



Office of School and District
Improvement

January 2024



**Department of
Education &
Workforce**

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About the Support Schools Tool

WHO USES IT?

Any district, community school or school can utilize the Support Schools Tool to monitor the progress of their One Plan. An organization that chooses to utilize the tool as a self-survey will only receive feedback from the Department if they request so. The tool will show up as available to all schools and districts but is only required for select cohort 2 schools, community schools, and districts.

Required Use:

EDSTEPS Cohort 2 schools identified as a Comprehensive Support and Improvement (CSI) as well as some Additional Targeted Support and Improvement (ATSI) schools must complete the Support Schools Tool. Only ATSI schools that were previously identified as Focus and Warning will be required to complete the Tool. Districts with a CSI identified school(s) are required to provide feedback to those school's responses. Sponsors of Community Schools required to complete the Support Schools Tool are highly encouraged to provide feedback as well.

District Level:

Districts containing a CSI school must complete the survey in two ways (1) reflecting on their District-Level Plan and (2) providing feedback to the tool responses made by the CSI school(s) within the district.

School Level:

CSI and select ATSI identified schools must complete all questions in the survey.

District and Support Agencies Feedback:

Districts containing CSI schools must provide feedback within the tool to each CSI school's responses. Sponsors may also provide feedback to Community Schools with a designation within the tool.

State Support Teams and Ohio Department of Education and Workforce (ODEW) staff will provide feedback on submissions from CSI schools and district-level submissions. If responses lack clarity, an SST consultant or DEW case manager 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 CSI identification.

WHY?

The [Every Student Succeeds Act](#) requires the Ohio Department of Education 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 designated 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.

DUE DATES AND FEEDBACK TIMELINES

The deadline for completing the Support Schools Tool for required Cohort 2 schools and any district or sponsor feedback is March 1, 2024. 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 a CSI school are also required to complete the Support Schools Tool at the district-level by March 1, 2024.

Department staff as well as the district's State Support Team will provide feedback in the tool by April 1, 2024.

Access and OEDS Roles

WHAT ROLES ARE NEEDED TO ACCESS THE SUPPORT SCHOOLS TOOL?

The Support Schools Tool will go live in January 2024 and schools 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.

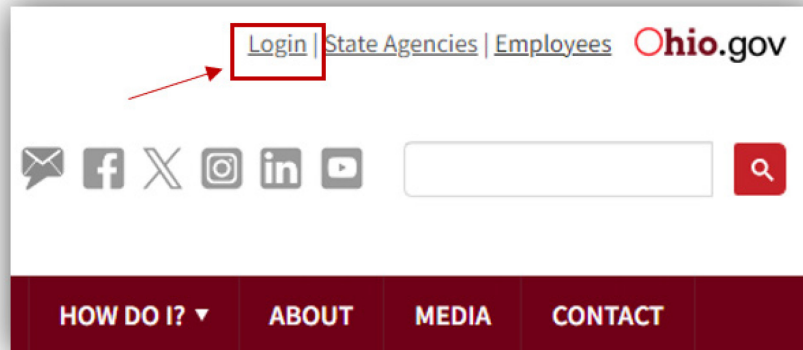
Community School sponsor-level OEDS roles provide access to the Community School's Support Schools Tool:

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

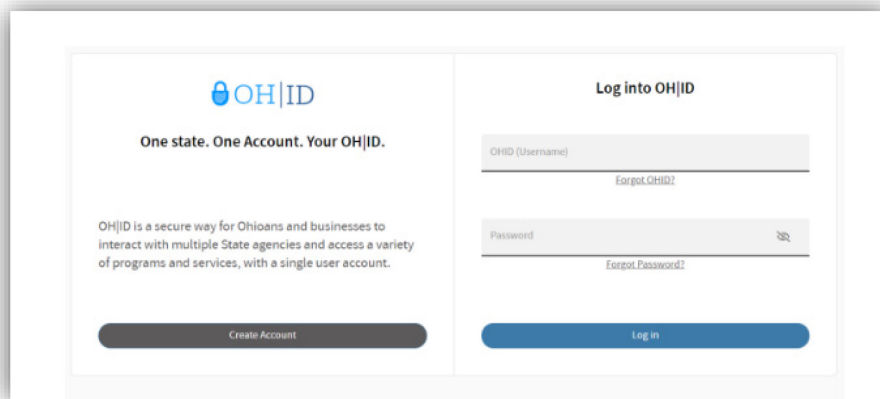
SIGNING INTO OHID

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.

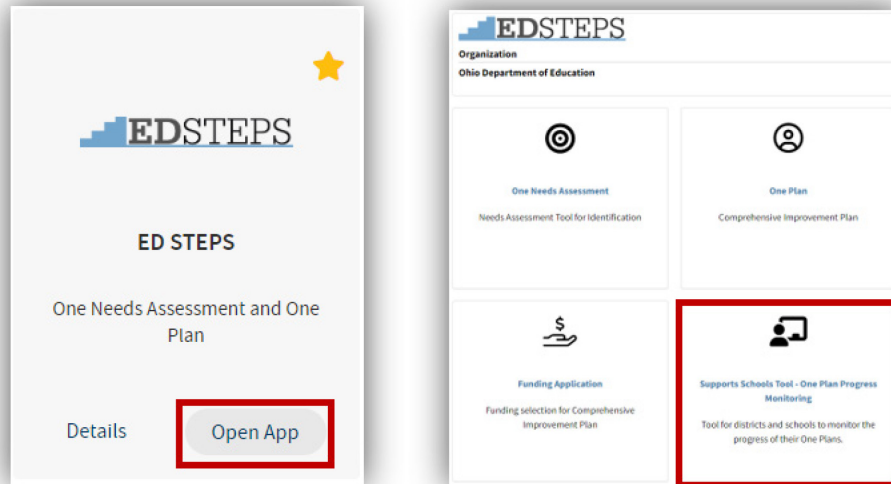


Step 2: Login to OHID.



OPTION 1: EDSTEPS dashboard Access

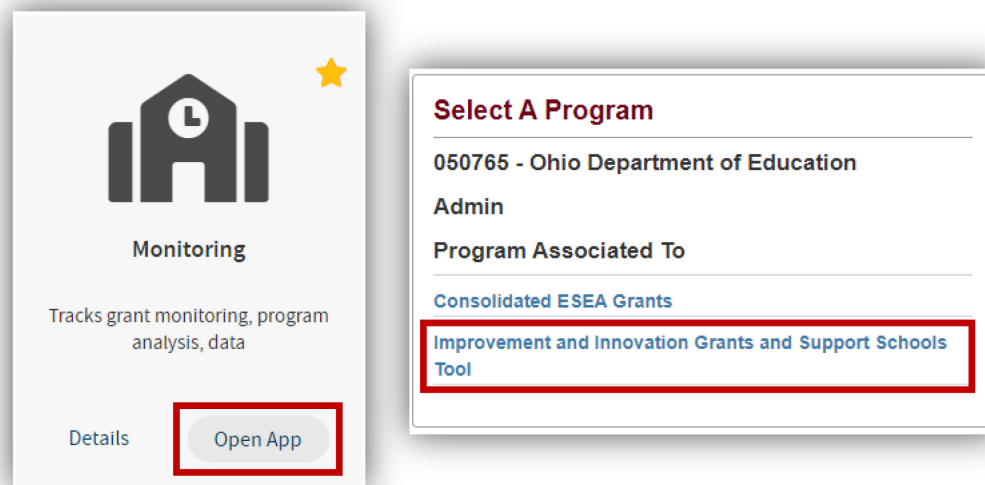
Step 3a: Find and select the “EDSTEPS” tile, then select Support Schools Tool.



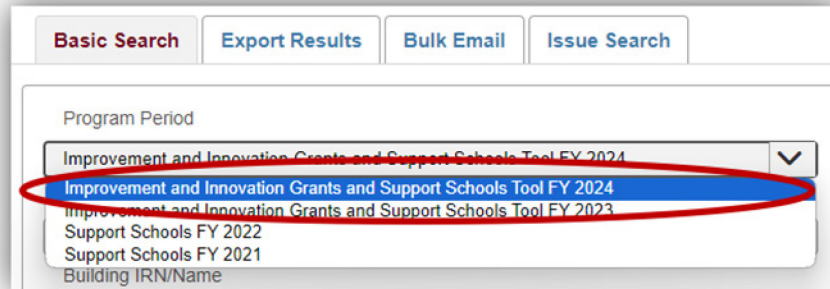
OPTION 2: Monitoring Tile Access

Step 3b: Find and select the “Monitoring” tile.

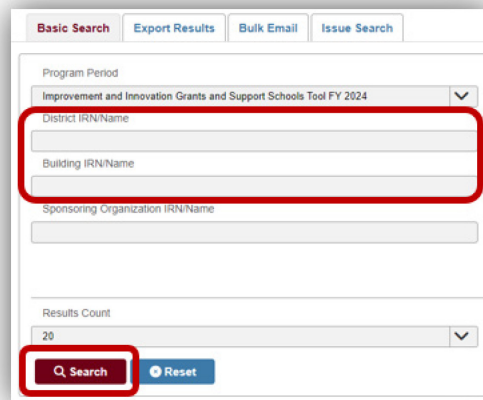
Step 4b: Select Improvement and Innovation Grants and Support Schools Tool.



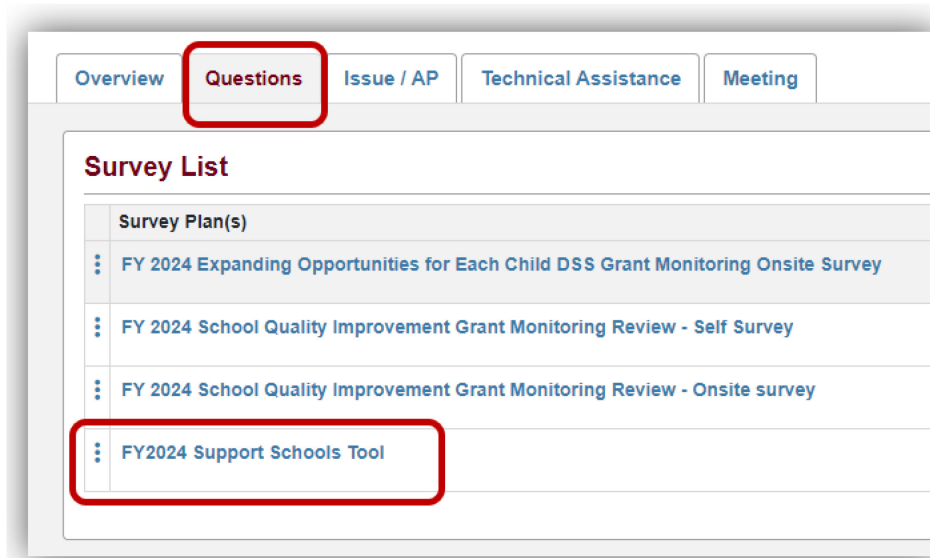
Step 5b: The system may default to 2023. **You will need to select Improvement and Innovation Grants and Support Schools Tool FY 2024.**



Step 6b: Enter building or district IRN and click search. Then scroll down and select a building or district.



Step 7b: Click on the Questions tab at the top then if you have more than one survey, Select Support Schools Tool. Scroll down to see Support Schools Tool Questions.

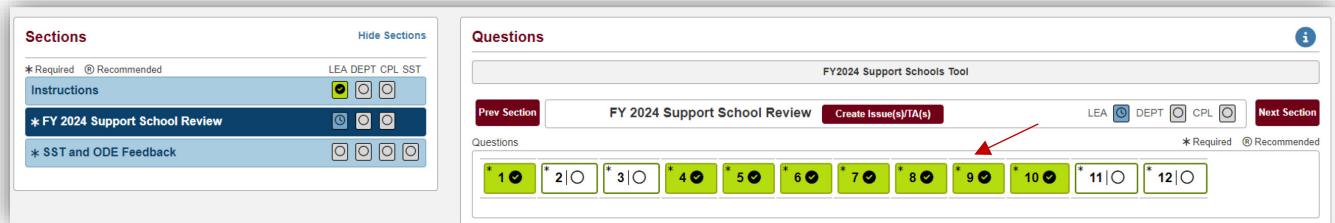


Using the Tool

QUESTIONS

District Level Surveys have three sections: one for instructions, one for questions and one for SST/DEW feedback. Required sections and questions will have an asterisk (*).

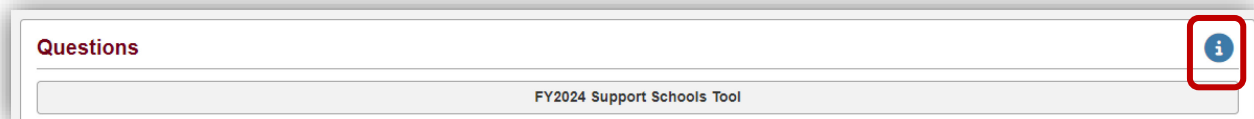
School Level has an additional section for district level feedback. Community Schools will show an additional section for Sponsor Feedback. The question number tab will turn green when the question is completed.



Questions 1-12

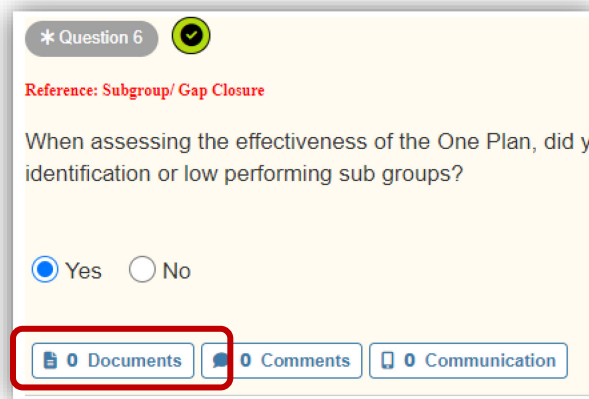
Questions may require YES/NO responses, text box responses, and/or document uploads. If data is unavailable, you may need to upload a document to provide justification for lack of information. The question tab at the top will turn green when the question has been answered. Confirmation of a document upload by clicking YES is required.


The info button at top right of Questions header has helpful information about the functionality of the tool.



UPLOADING DOCUMENTS

To upload a document, click on the Documents button and follow instructions.

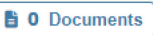
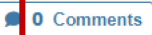



* Question 6 

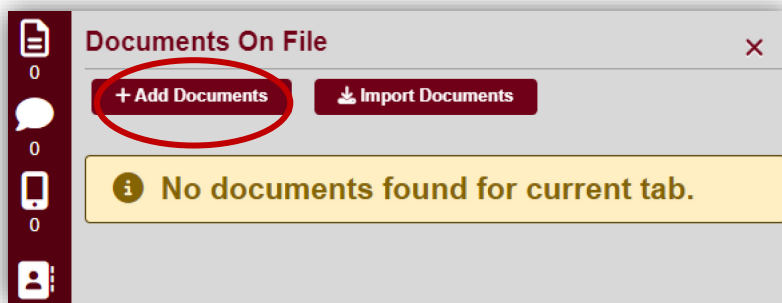
Reference: Subgroup/ Gap Closure



When assessing the effectiveness of the One Plan, did you identify any high performing sub groups or low performing sub groups?



Yes No


 0 Documents  0 Comments  0 Communication

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

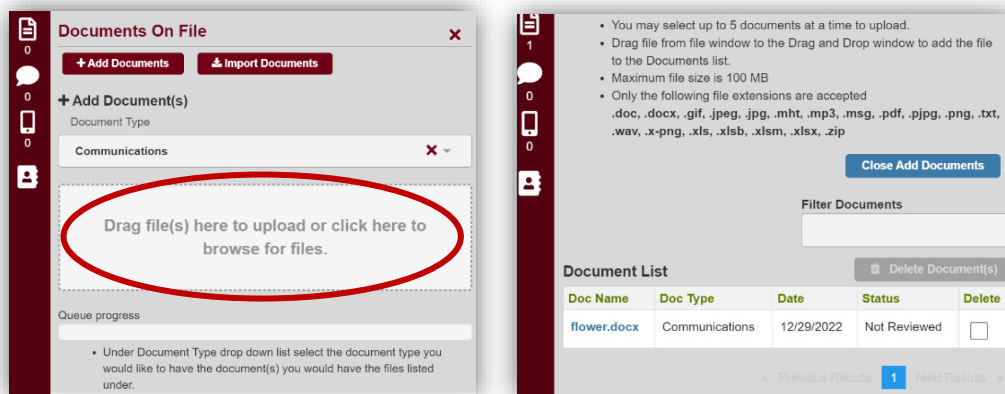



 Documents On File 



 + Add Documents  Import Documents

 No documents found for current tab.

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




Documents On File 

 + Add Documents  Import Documents

+ Add Document(s)


Document Type

Communications 


Drag file(s) here to upload or click here to browse for files.

Queue progress

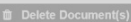
- Under Document Type drop down list select the document type you would like to have the document(s) you would have the files listed under.

 1

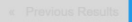
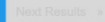
- You may select up to 5 documents at a time to upload.
- Drag file from file window to the Drag and Drop window to add the file to the Documents list.
- Maximum file size is 100 MB
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .png, .txt, .wav, .x-png, .xls, .xlsx, .xslm, .xlsx, .zip

 Close Add Documents

Filter Documents

Document List 

Doc Name	Doc Type	Date	Status	Delete
flower.docx	Communications	12/29/2022	Not Reviewed	<input type="checkbox"/>

 Previous Results  Next Results

DISTRICT AND SPONSOR FEEDBACK

If there is an asterisk (*), the feedback is required.

Sections	LEA	DEPT	CPL	SST
Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* FY 2024 Support School Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* District Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* SST and ODE Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sections	LEA	DEPT	CPL	SPN
Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* FY 2024 Support School Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sponsor Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* SST and ODE Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Teams and Sponsors are encouraged to reflect on the responses provided in the tool by a school in the left text box. Additionally, any suggested resources or contact information that would be helpful for a school can be added in the right text box. District Teams and Sponsors can upload any documents that might be helpful for the school to utilize based on their responses to the tool.

(Please review and coach your schools on the effectiveness of the implementation of their One Plan.)

0 / 8000 Max Character Count

Suggested resources/ contacts

0 / 8000 Max Character Count

SUBMITTING RESPONSES

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

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY2024 Support Schools Tool	12/11/2023	12/13/2023	Not Started	In Progress

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 required CSI schools, community schools and district response, as well as any feedback provided. They will provide any additional feedback, support, or suggested resources.

PRINTING A SURVEY TO PDF – QUESTIONS AND RESPONSES:

The application converts 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. Then save the survey PDF to your computer.

Important Reminders

- Leadership teams should complete the tool collaboratively.
- In preparation for using the Support Schools Tool, district, community school, and building leaders will need to gather data related to each area addressed in the tool. They must provide documentation to support responses to questions. It is best practice that all members of the review team have access to a copy of the One Plan as the team completes the tool.
- It's best to involve stakeholders in reviewing the progress of adult and student measures.
- Authentic reflection on the current One Plan is a critical component of the Support Schools Tool. The tool is not just a compliance item; it is a process for identifying barriers, opportunities and 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. The only consequence connected to the use of this tool, or the information uploaded is if a school or district fails to complete the tool.
- It is important to remember to **NOT** upload data that contains personal identifiable information. Please mark out student and parent names if part of the documentation.