

The logo for the Ohio Department of Education, featuring a thick yellow-green circle on the left and the word "Ohio" in a white, lowercase, sans-serif font on the right. The background is a blue-tinted photograph of a classroom with students raising their hands and a chalkboard with math problems.

# Ohio

Consolidated ESEA Grants  
Desk Review  
Follow-up Desk Review  
Monitoring System User Manual

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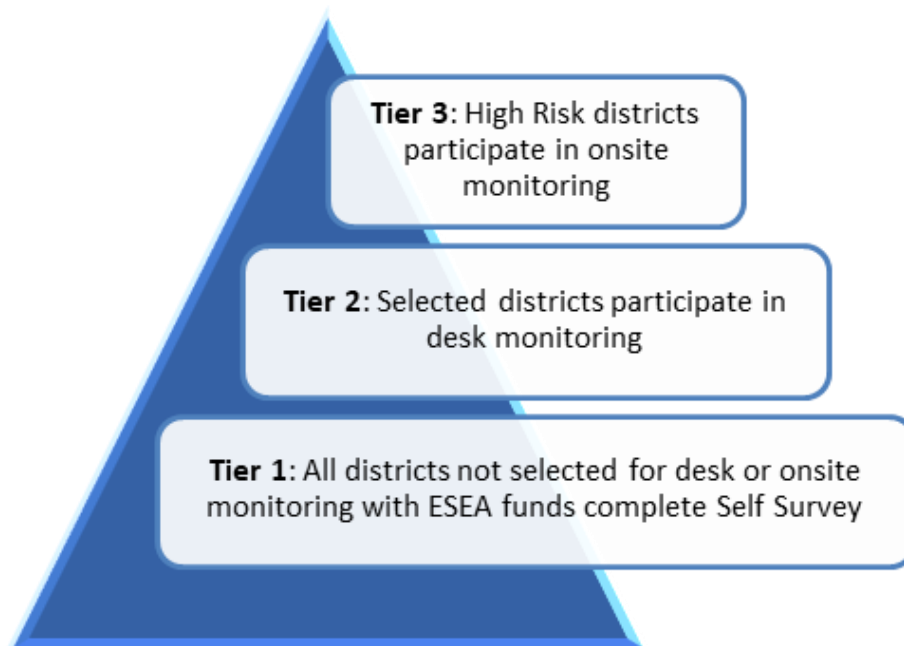
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## A. Purpose of Monitoring

The purpose of monitoring in the Office of Federal Programs is to support districts with the implementation of federal programs while navigating the requirements of each program within the Elementary and Secondary Education Act. The intent is not to look for issues but to learn from districts what districts are doing with their federal funds, assure that they are meeting the requirements within each fund, and if this is not the case, assist the district with implementing changes that will help them meet the requirements while also strengthening their programs. This process is done to help protect districts and the state of Ohio from any consequences that may occur from state or federal audits. To maximize this support, a multi-tiered approach is used for federal programs monitoring.

## B. Consolidated ESEA Multi-Tiered Approach to Monitoring

The Ohio Department of Education's Office of Federal Programs monitors compliance with Elementary and Secondary (ESEA) programs through a tiered approach. The tiers include Consolidated ESEA Grants Self Survey, desk review, follow-up desk review and on-site review. Risk factors are used to determine which tier a district will complete.



## **I. Federal Programs Desk Review**

The Office of Federal Programs selects approximately ten percent of districts in the current fiscal year for closer monitoring. The district and the Federal Programs consultant arrange the Desk Review collaboratively. The district responds to programmatic questions and uploads specific documents into the Monitoring system. Upon satisfactory completion of the desk review, the Office of Federal Programs consultant finalizes the survey in the Monitoring system indicating where the district met compliance. If there are noncompliance findings, the district must submit a corrective Action Plan in writing to the Department for resolution, review, and approval. Districts will participate the next year in a Follow-up Desk Review for those items with findings to assure that the corrective action plan has been effective. Due dates for desk reviews are established by the Federal Programs consultant. Districts must have responses and documents available by the date of the review.

## **II. Federal Programs Follow-up Desk Review**

Any district that participated in an onsite and/or desk survey in the prior year and received a finding(s) must participate in a Follow-up Desk Review the next year. The Office of Federal Programs will conduct a Follow-up Desk Review consisting of only those items that were finding(s) from the previous year's monitoring. Districts must submit evidence of continuation and/or completion of all elements in submitted corrective action plans to address the issue. The Follow-up Desk Review provides the Office of Federal Programs and district an opportunity to assure that the issue was thoroughly addressed, clarify any confusion that may still exist around the issue, provide needed support, and assist the district with finalization in processes or procedure changes that need to occur to meet compliance on identified issue(s). This also allows the district to implement those items that often fall within an earlier timeframe in a school year.

## C. Accessing Consolidated ESEA Grants Monitoring and Tracking System

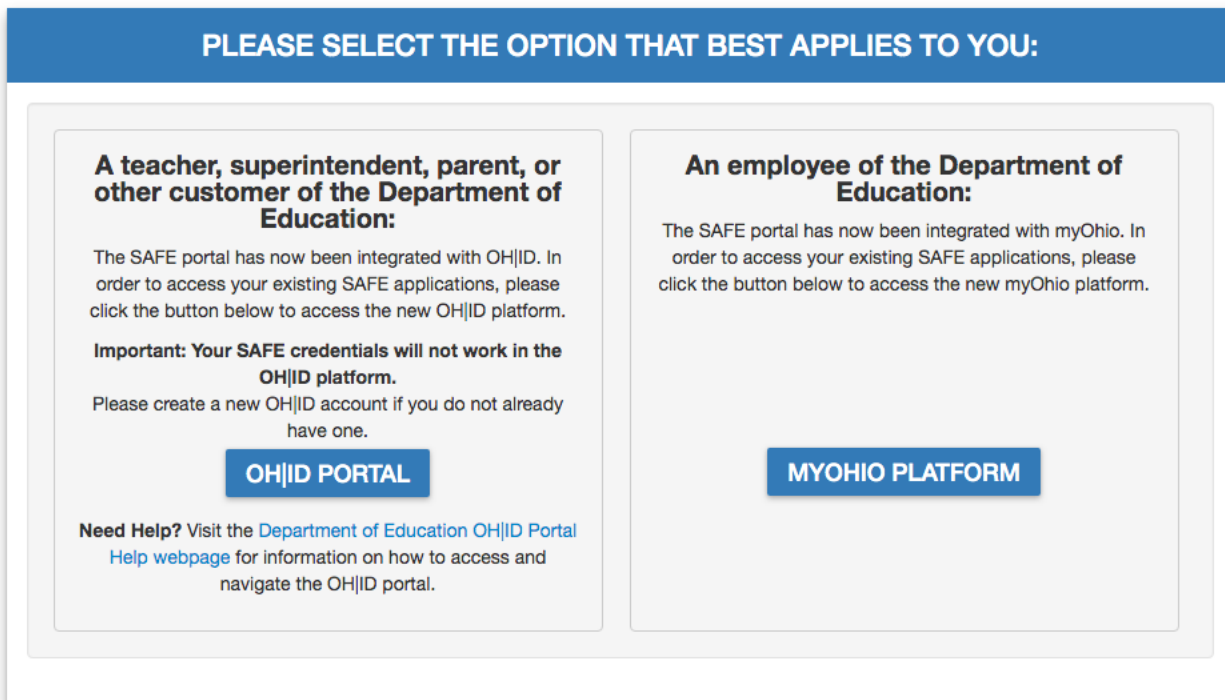
Users access the online Consolidated ESEA Grants Monitoring Survey through the Ohio Department of Education’s OH|ID secure web portal log-in (formerly known as SAFE (Secure Application for Enterprise)). Through the OH|ID online portal, all applications are accessible to all education users. Users can 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](http://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](mailto:Profile.Help@education.ohio.gov).

1. Click the “**Login**” link at the top of the [education.ohio.gov](http://education.ohio.gov) homepage.



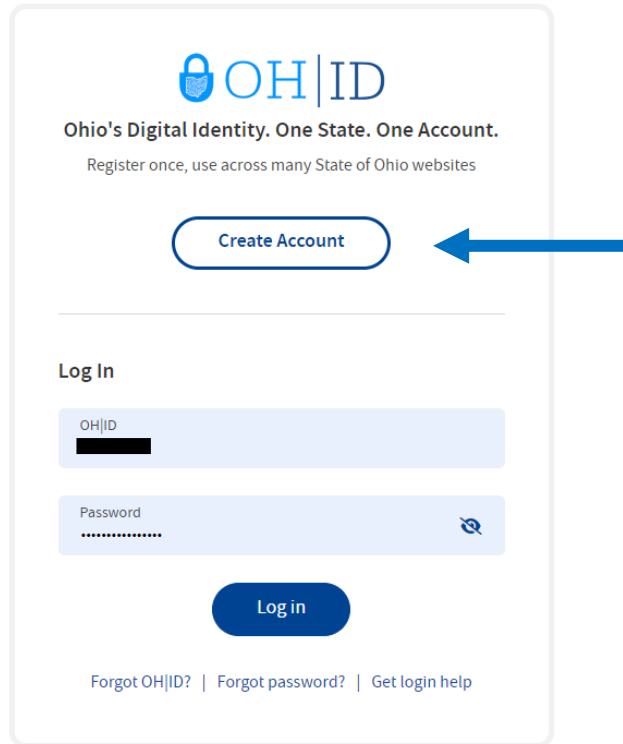
2. Click on the “**OH|ID Portal**” button.



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

**Note:** Attempting to log into OH|ID with SAFE credentials will not work. An OH|ID account must be created first and matched to your existing Department of Education profile.

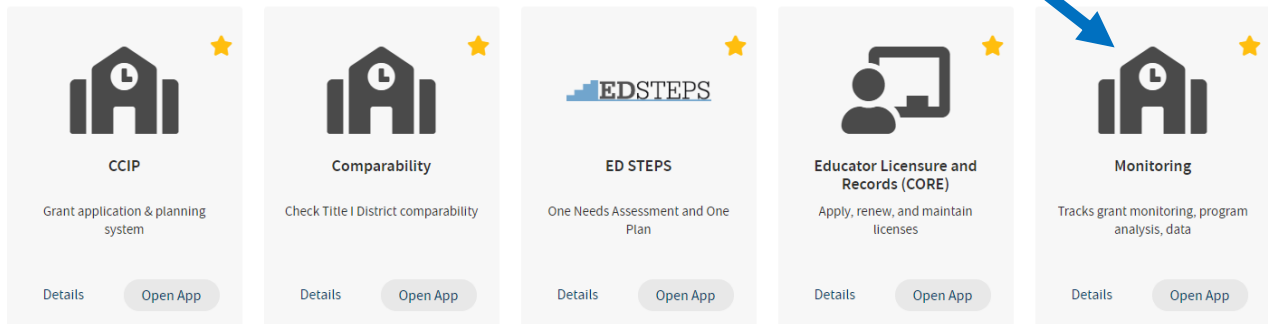
4. If you don't have an existing OH|ID account, click on “**Create New Account**”



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 tile in the list.

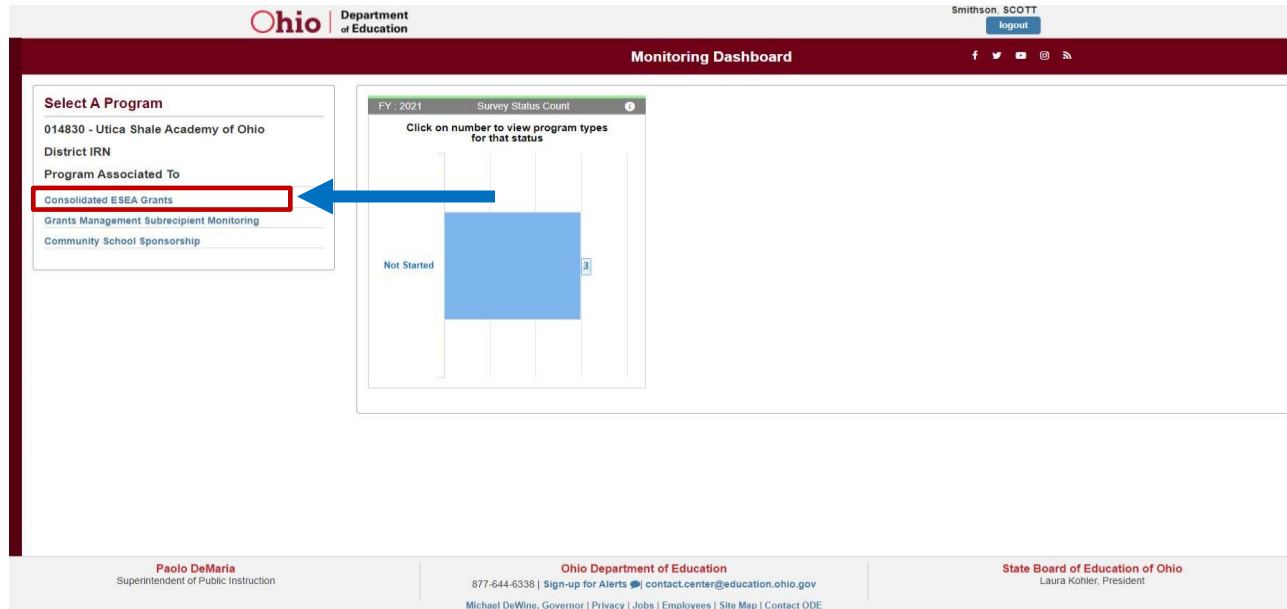
## My Apps

Click the star to pin your favorite apps to the top of the page.

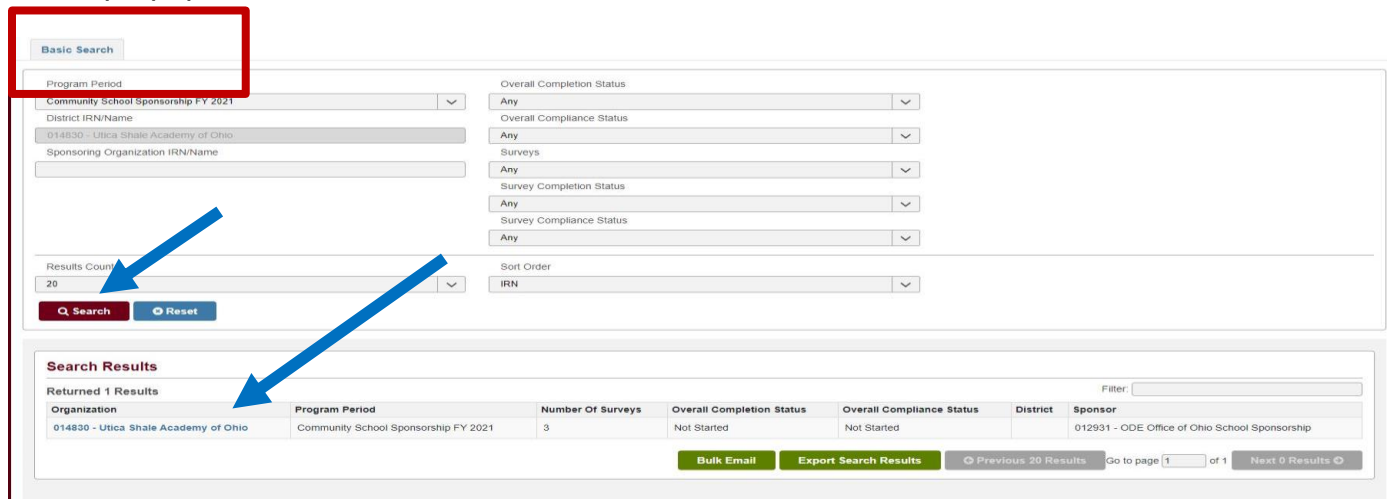


## D. Completing Consolidated ESEA Grants Monitoring System Survey

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



2. Select Consolidated ESEA Grants from list of Available Programs under Select a Program.
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 district in the Search Results section.
5. The Monitoring Page will open to the overview tab. This page will provide information on the overall status of each survey assigned to the district for Consolidated ESEA

programs. Most of you will only have one. In the situation below the district has three surveys to complete.

Overview Questions Issues / APS Technical Assistance Refresh Overview Page

**Status**

Overall Status Completion: **Not Started** Compliance: **Not Started**

**Consultants**

None

**Surveys: 3**

Survey Name	Completion Status	Compliance Status	Due Date
FY 2021 CS Sponsor Policy Review	Not Started		
FY 2021 CS Sponsor Fiscal Review	Not Started		
FY 2021 CS Sponsor Fall Winter Review	Not Started		

Previous 10 Results Go to page 1 of 1 Next 0 Results

**Issues**

Issues Total Number: 0 Flags Total Number: 0

**Technical Assistance: 0**

Name	Offer To	Offer Date	Title
------	----------	------------	-------

Previous 10 Results Go to page 1 of 0 Next 10 Results

6. Click on the question tab at the top of the page. Select the survey you want to start working on from the list. Change the status to Draft Started. The questions will then populate for your district's survey.

Overview Questions Issues / APS Technical Assistance

**Survey List**

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY 2021 CS Sponsor Fiscal Review	10/02/2020	10/21/2020		Completed
FY 2021 CS Sponsor Opening Assurances	10/14/2020	10/21/2020		In Progress
FY 2021 CS Sponsor Fall Winter Review	10/21/2020	10/21/2020		In Progress
FY 2021 CS Sponsor Transportation	10/16/2020	10/21/2020		In Progress
FY 2021 CS Sponsor Board Meetings	10/15/2020	10/21/2020		Completed

**Sections** Hide Sections

- \* Required @ Recommended LEA SPN CPL
- \* Required Fiscal Documents
- \* Fiscal Monitoring
- \* Fiscal Officer/Treasurer
- \* Monthly Fiscal Review and Reporting

**Questions**

FY 2021 CS Sponsor Fiscal Review

Prev Section Required Fiscal Documents LEA SPN CPL Next Section

Questions

1 2 3 4 5 6 7 8 9 10 12 13 14

Group Name: Required Fiscal Documents

Question 1 Resolved

Reference: 503 - School Annual Budget due October 25th

School Annual Budget in ODE approved format with all reporting categories and subgroups - uploaded to OSS by October 25th.

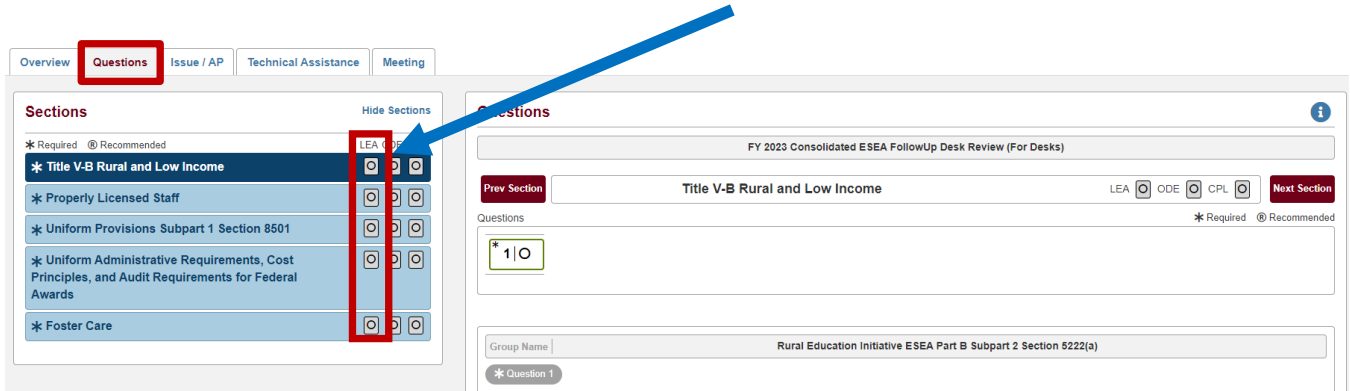
Upload the school's annual budget.

Testqwe



The survey will populate below 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.

For a regular Desk Review, all questions across all ESEA grants the LEA receives will be populated in the Sections area. LEAs are required to answer all questions contained in the survey. When the survey is first started, the green check boxes will be blank as in the snapshot below. Once the LEA responds to the question and uploads documentation, the box will turn green. LEAs cannot submit the survey until all boxes in the LEA column are green.



NOTE: For a Follow-Up Desk Review, only the questions in which there was a Technical Assistance (TA) or Issue entered in the system for the previous year will populate in the Sections area. These are the only questions that LEAs need to address and upload documentation/evidence for. The purpose is to ensure that Action Plans from the previous year have been implemented.

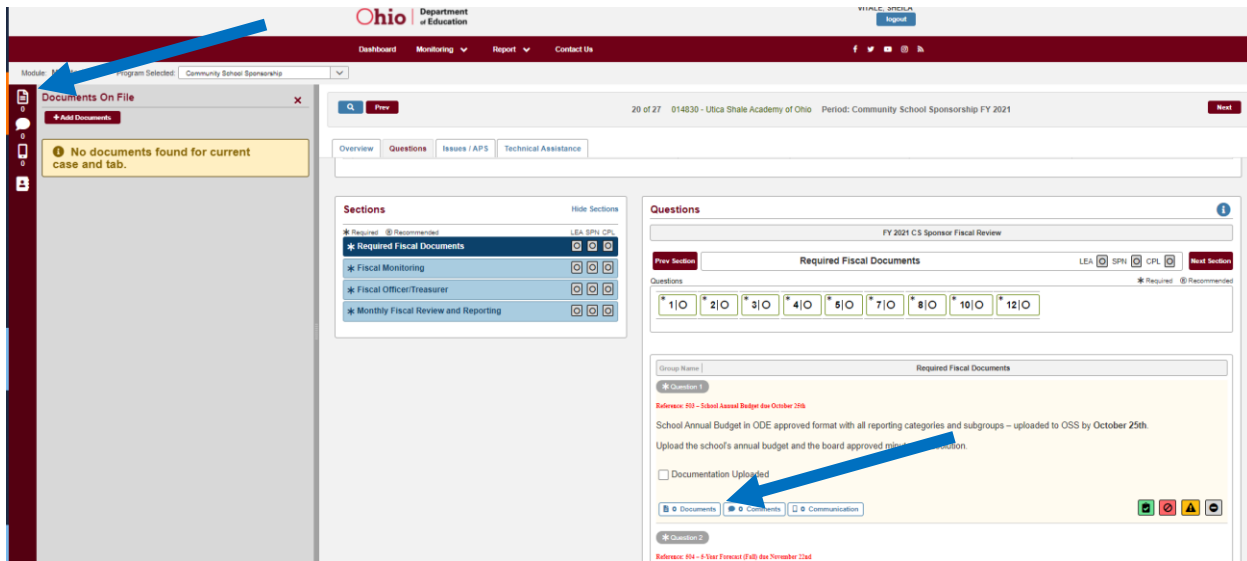
The district needs to respond to all required questions showing. Questions will either require an upload of a document or a comment in a textbox. As you complete each item check off the item in the checkbox. The federal programs consultant will review the evidence provided and determine if it meets the requirements.

Once the survey has been reviewed by the Office of Federal Programs consultant, the ODE column will turn green. The Compliance column (CPL) will be green if compliant . If there is a TA or more information is needed, the icon will populate. If there is an Issue with the question, the icon will populate.

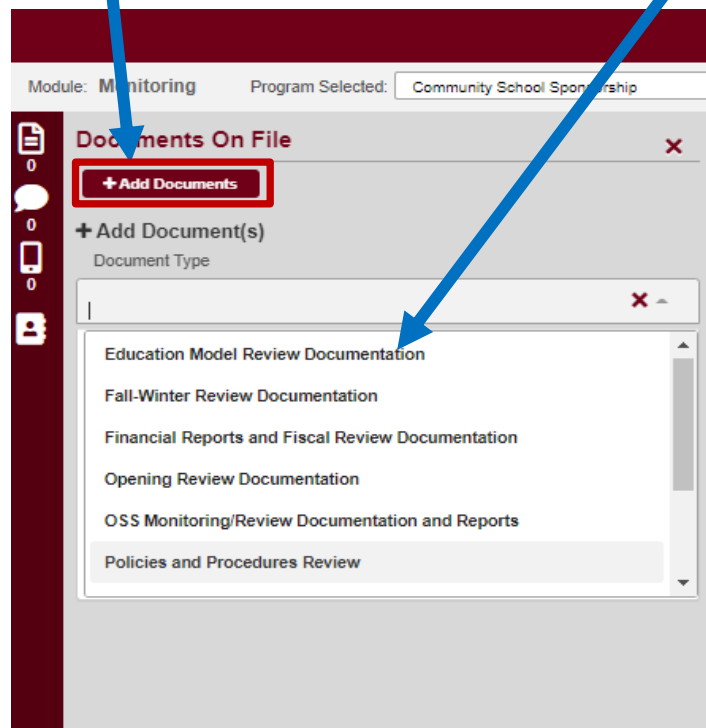
Sections	LEA	ODE	CPL
<b>Instructions:</b>			
* Title I-A Improving Basic Program			
* Title I School Improvement Sub A ESEA Section 1003			
* Title II-A Supporting Effective Instruction			
* Title IV-A Student Supports and Academic Enrichment			

## Uploading Documents

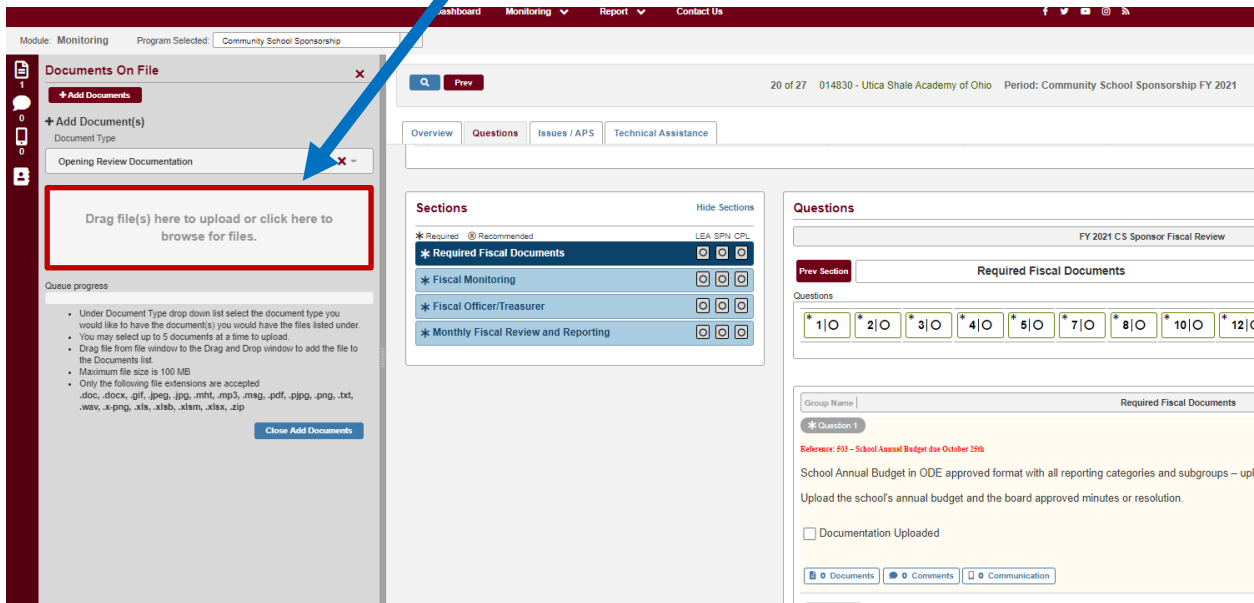
1. There are two ways to upload a document to a question: a.) by clicking on the documents link at the bottom of the survey. b.) by selecting the document icon on the left-hand side of the screen. Either method will open a flag area on the left side of the screen.



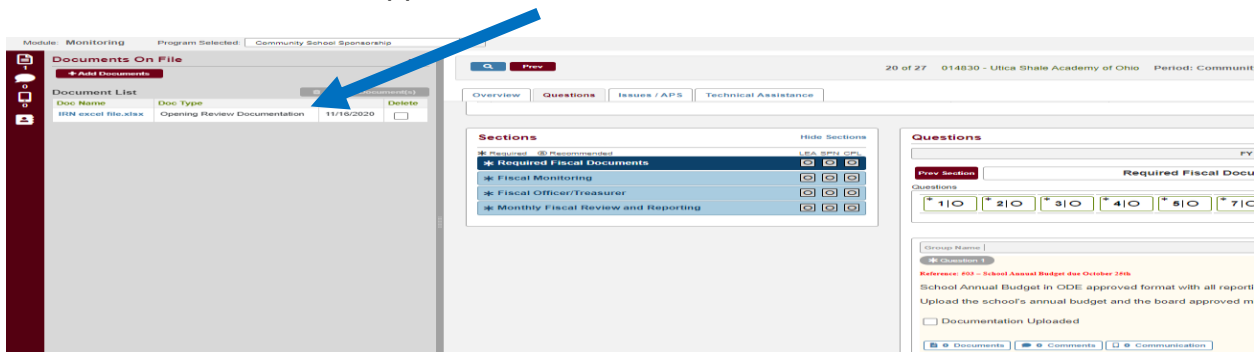
2. Select +Add Documents in the window and then select the document type in the drop down provided below.



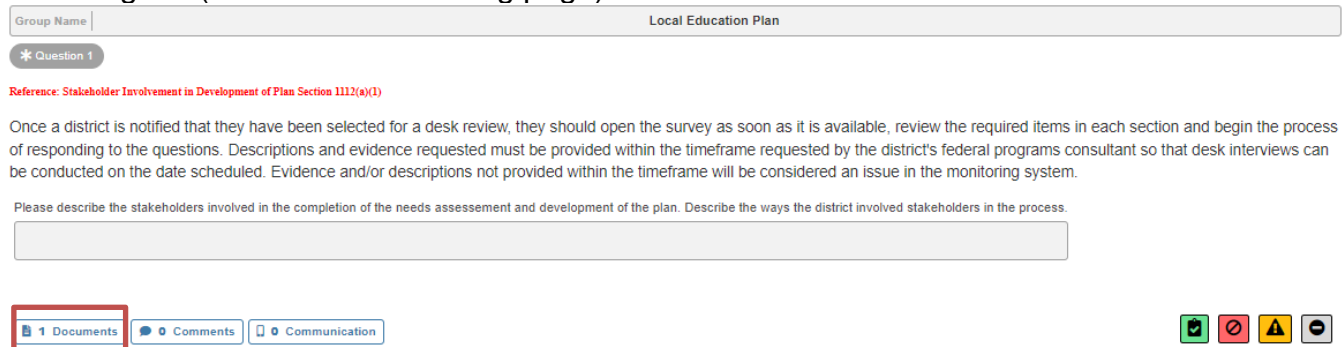
- A district may drag a file into the window provided or by clicking in the area, a window will open allowing a district to select the document from their files.
- Select Close Add Document.



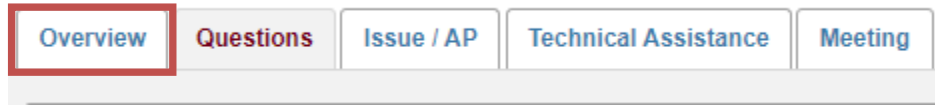
- The document will appear in a list on the screen.



- Once a document has been uploaded to the question, the document count will change and the document will have been added to the Document Library and may be used again. (See note on following page).

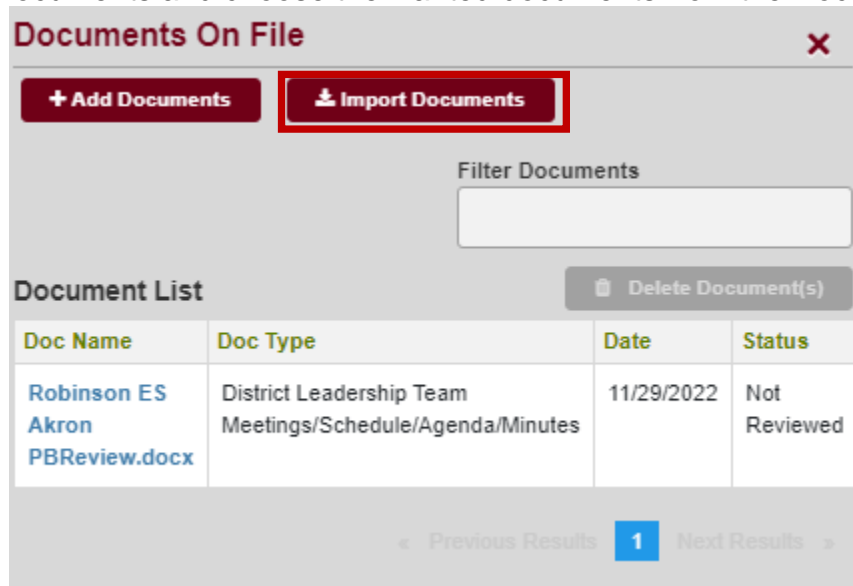


NOTE: A document may be used more than once in the survey to provide evidence for multiple questions. Uploaded documents are added to the survey's document library which can be accessed for quick retrieval. To access the document library, click the Overview tab.



Clicking the icon allows you to view existing documents. To attach a document to a question:

1. Click Import Documents and choose the wanted documents from the Document List.



Doc Name	Doc Type	Date	Status
<a href="#">Robinson ES Akron PBReview.docx</a>	District Leadership Team Meetings/Schedule/Agenda/Minutes	11/29/2022	Not Reviewed

A Document Preview menu will appear where the file name can be changed, Document Note entered, and Document type can be altered.

2. Be sure to click save when altering the file name or entering notes.
3. When complete, click Download Document.

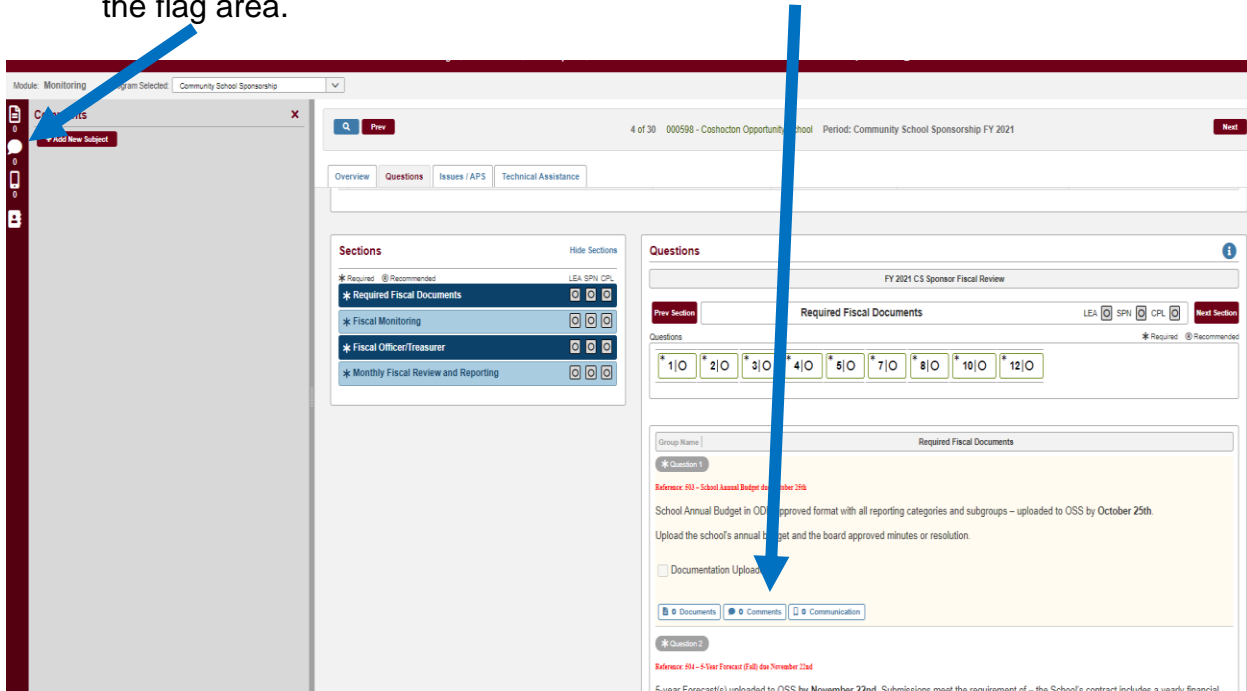
The screenshot shows a 'Document Preview' window. At the top, the title 'Document Preview' is highlighted with a red box. Below it, the 'Survey Name' is 'FY 2023 Consolidated ESEA Desk Review', 'Survey Section Name' is 'Title I-A Improving Basic Program', and 'Survey Question' is a detailed reference text. The 'Document Name' field contains 'Robinson\_ES\_Akron\_PBReview.docx' and is highlighted with a red box. Below it is a 'Save Document Name' button. The 'Document Note' field is empty and highlighted with a red box, with a 'Save Document Note' button below it. The 'Document Type' dropdown is set to 'District Leadership Team Meetings/S...' and the 'Document Status' dropdown is set to 'Not Reviewed'. At the bottom, the 'Download Document' button is highlighted with a red box, and the 'Close Document Preview' button is to its right.

**CAUTION:** Although you do not have to use the document library feature and can choose to upload directly in the question itself as first described, doing so will add the document to the Document Library each time resulting in multiple copies in the library.

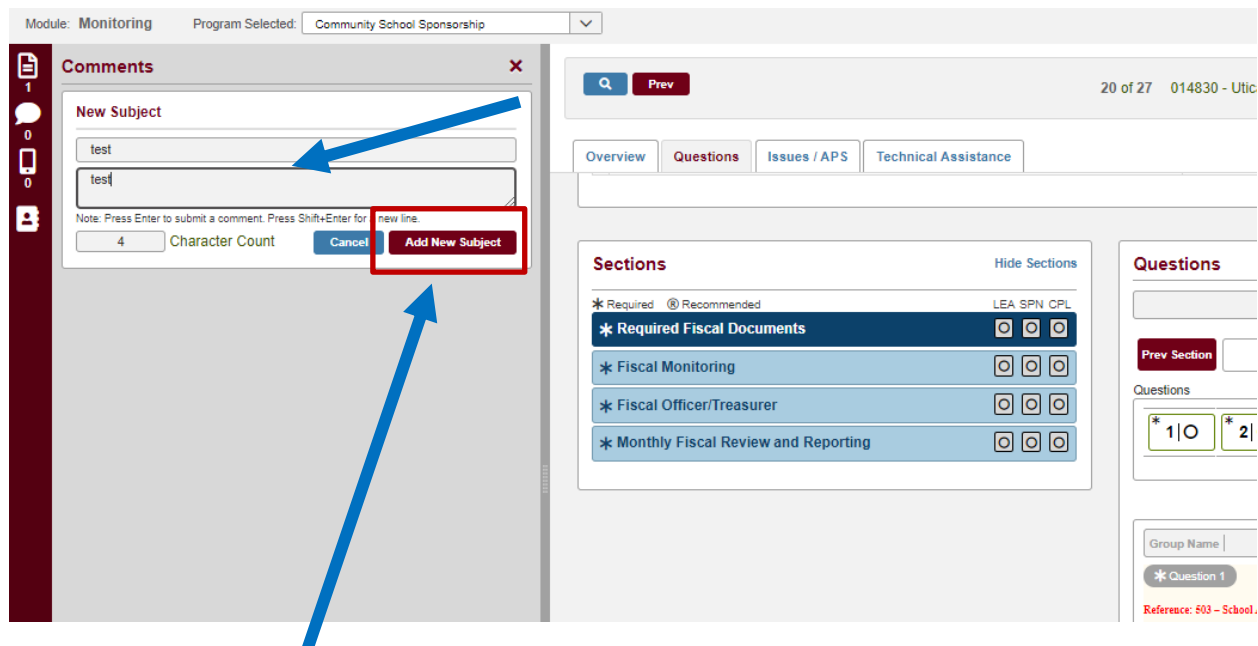
## Adding Comments

To add a comment to a survey question, you will take similar steps.

1. Select the icon to add a comment either under the question or on the left-hand side in the flag area.



2. A window will open to add a comment. Add a subject for your comment and type the comment in the textbox provided.




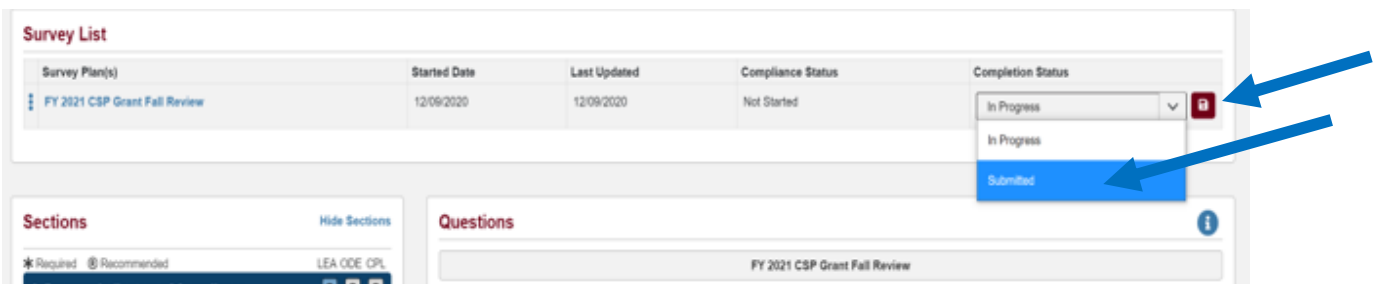
3. Select "Add New Subject" to add the comment to the list of comments for that question.
4. Once all questions in a section have been answered, click "Next Section," or click on the next Title in the Section area. The system automatically saves your answers.

## E. Closing the Consolidated ESEA Grants Desk Review Survey

There is a two-step process for closing the Consolidated ESEA Grants Desk Review Survey. The first is completion of the survey. This occurs when the district has responded to all the required items in the survey. The second step is the compliance status. This step is completed when all items are either marked compliant or any issues identified have been changed to completed by the Office of Federal Programs. Please see the section for addressing any identified issues in the monitoring process for more information on the process for closing issues identified during the review.

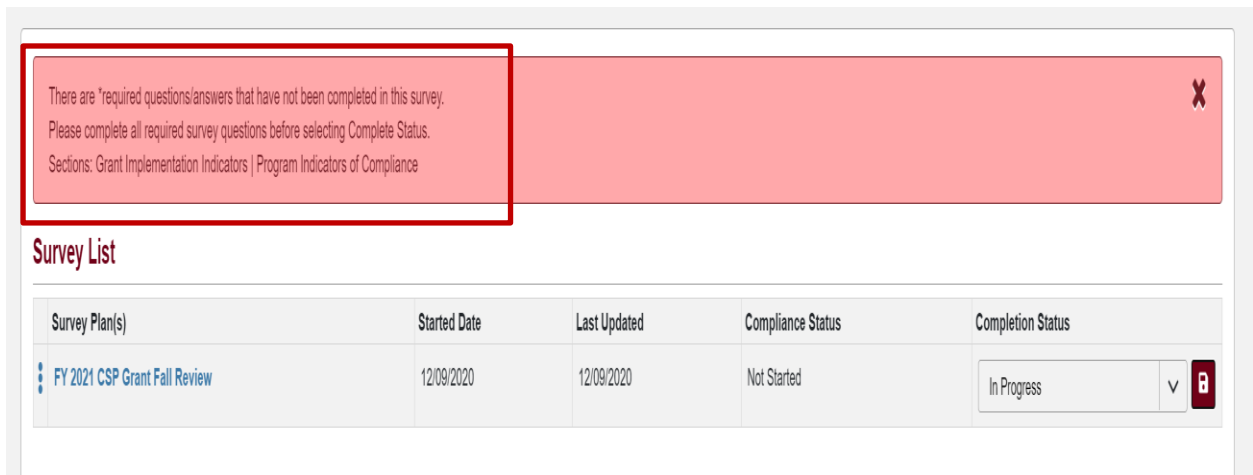
### Step 1: Closing the Survey:

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

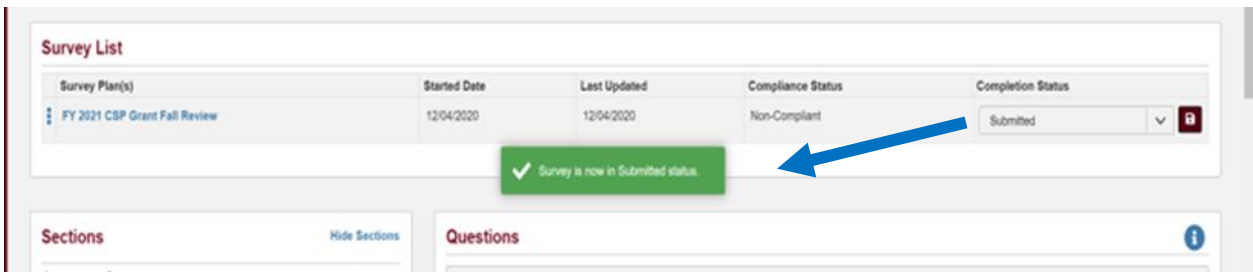


### Note:

All the updated documents and comments need to be uploaded before a district changes the survey to completed. If a district submits the survey and not all required questions have been answered, an error will appear on the page, preventing the district from submitting the survey.



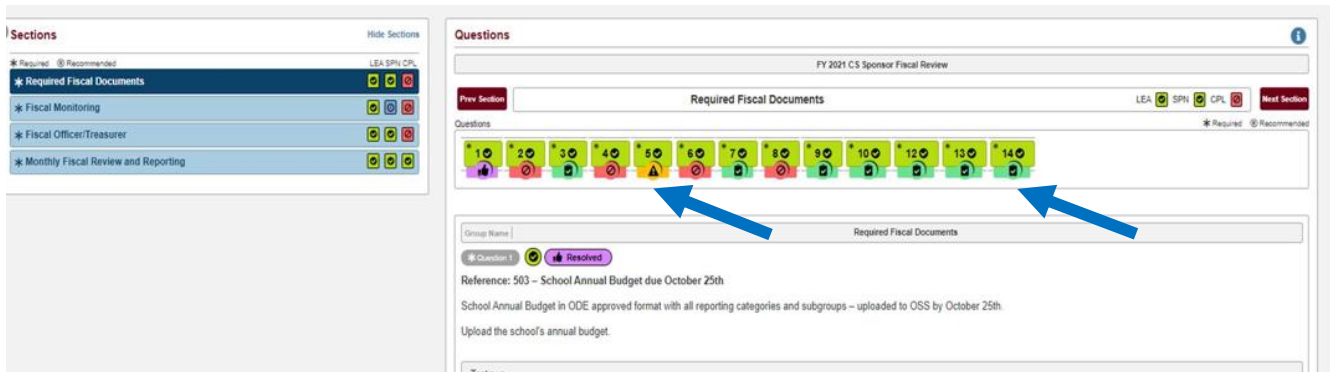
2. Once all the required items have been checked and the documents uploaded or completed, the first column on the left-hand side panel will appear green for each item. At this time, the district may then select Survey Completed. A message will appear as below indicating that the district has successfully submitted the monitoring survey.




## Step 2: Closing Compliance in the Survey

1. The Education Program Specialist will review the evidence the district provided for each required item and determine if it meets the criteria for that item. The program specialist will indicate in the system if the evidence “meets” the requirement, if the district needs technical assistance on an item, or if there is an issue with the evidence provided for an item.

Items that are marked green  meet the requirements for that item.

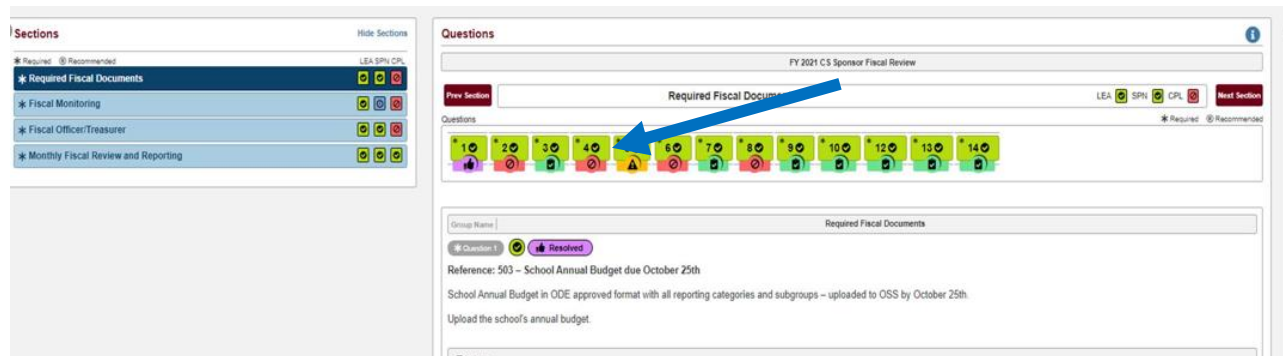


2. Items that are marked yellow with a triangle  will have technical assistance provided on the technical assistance tab at the top of the page. The program specialist will review each technical assistance item with district staff and discuss with the district what areas within the item may need to be improved upon and how that could be accomplished. It is the district’s responsibility to follow-through on technical assistance items that are identified. Items identified in previous reviews as technical assistance, could become an issue on later reviews when not addressed.
3. If the district only has “meets” or technical assistance items in their monitoring review, the program specialist will close the compliance side of the survey.



## Closing Identified Issues

1. If there are any issues found during the monitoring review, the program specialist will identify the item as an issue. This item will show as red under the question.



2. The program specialist will describe in the system the issue and provide a recommendation to the district for correcting the issue. Click on the Issue ID number to view the issue details, including the issue description, the recommendation to address the issue, and the district's Action Plan.

Overview Question **Issue / AP** Technical Assistance Meeting

Issues \*Required

[Add New Issue](#)  Display Active

Issue ID	Issue Name	Source	Creation Date	Issue/AP Status	Action
259	Noncompliant - Title I-A Improving Basic Program	FY 2022 Consolidated ESEA Onsite Review	04/14/2022	AP Submitted	Active

**View Issue** X

**Overview** FY 2022 Consolidated ESEA Onsite Review: Title I-A Improving Basic Program

Creation Date: 04/14/2022 | AP Implementation Deadline: 07/15/2022 | Issue/AP Status: AP Submitted

**ODE Participants**

Responsibility	Name	Email	Phone
Lead Monitor	Timothy Norfleet	timothy.norfleet@education.ohio.gov	

**LEA Participants**

Responsibility	Name	Email	Phone
Lead LEA	[REDACTED]	[REDACTED]	[REDACTED]

**Issue/Condition** Recommendation Action Plan

Reference: Section: 1117(a)(1), 1117(c) Equitable Services

The district shall provide eligible children, on an equitable basis, educational services that address their needs; and ensure that teachers and families of the children participate. Provide evidence of the following:

If the LEA has an obligation to a nonpublic school, the LEA must ensure that nonpublic equitable services are put in place at the start of the school year. At the time of the review, there was no contract for services in place at [REDACTED]. The district must ensure that the Title I program at [REDACTED] is in compliance. The district is responsible for maintaining control of the program. If there are no MOU's in place to provide services to children from other districts, the teachers' Title I funded time may only be used to provide services to children from [REDACTED]. The district must ensure services provided are equal to the equitable service amount.

3. After the program specialist has created the issue, an Assistant Director in the office will review the issue resulting with the system populating tabs in the system for the district to provide a *Corrective Action Plan* (AP) and evidence of implementation of the plan. After an issue has been submitted, the district has 30 days to provide a corrective action plan on the tab in the system.

\*\*Sometimes a district can immediately correct the item and provide evidence that it has been implemented. In these instances, the district only needs to upload the evidence and the program specialist can change the issue to resolved. No corrective action plan is needed.

4. The Superintendent must approve all corrective action plans submitted prior to approval by the program consultant.
5. Once a district superintendent has approved a district's action plan, the program specialist will review and determine if it meets the necessary requirements or if it needs more information or steps to completely address the issue.

**Issue List**

Issue ID	Issue Name	Source	Creation Date	Issue/Ap Status
259	Noncompliant - Title I-A Improving Basic Program	FY 2022 Consolidated ESEA Onsite Review	04/14/2022	AP Submitted

**Update**

**Update Issue**

Issue Name: Noncompliant - Title I-A Improving Basic Program

Survey Section/ Test Sheet Description: Noncompliant - Title I-A Improving Basic Program

\* Issue Creation Date: 04/14/2022

AP Submission Deadline: 07/15/2022

AP Implementation Deadline: Select Date...

Risk Flag: [Dropdown]

Issue/Ap Status: AP Submitted

AP Needs Superintendent App...

AP Approved

AP Modification Needed

AP Submitted

**ODE Participants**

\* Responsibility: Select...

\* Participant: Select...

+ Person(s)

Add P...

6. Upon approval of the corrective action plan, the district and program specialist will determine a timeline for the district to implement the plan and the district will provide evidence of completion of the plan in the system. The district will upload the evidence to the system when the action plan has been implemented and the consultant will mark the action plan as "AP Under Implementation."

**Issue List**

Issue ID	Issue Name	Source	Creation Date	Issue/Ap Status
259	Noncompliant - Title I-A Improving Basic Program	FY 2022 Consolidated ESEA Onsite Review	04/14/2022	AP Under Implementation

**Update**

**Update Issue**

Issue Name: Noncompliant - Title I-A Improving Basic Program

Survey Section/ Test Sheet Description: Noncompliant - Title I-A Improving Basic Program

\* Issue Creation Date: 04/14/2022

AP Submission Deadline: 07/15/2022

AP Implementation Deadline: 09/30/2022

Risk Flag: [Dropdown]

Issue/Ap Status: AP Under Implementation

Issue Resolved

AP Under Implementation

**ODE Participants**

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

**View Issue**

Overview **FY 2022 Consolidated ESEA Onsite Review: Uniform Provisions Subpart 1 Section 8501**

Creation Date: 04/14/2022 AP Implementation Deadline: 07/15/2022 Issue/AP Status: AP Approved

**ODE Participants**

Responsibility	Name
Lead Monitor	Timothy Norfleet

**LEA Participants**

Responsibility	Name
Lead LEA	[REDACTED]

Issue/Condition Recommendation **Action Plan**

Continue to send Communication letters to NPDS notifying them of Federal Funds available in Title I-A, Title II-A, Title III LEP/Immig

1 Documents 0 Comments 0 Communication 0 Flags

7. The program specialist will review the evidence and notify their Assistant Director that the district has implemented their corrective action plan sufficiently. The Assistant Director will change the issue to "Issue Resolved" and this will close the issue. The issue indicator will change from red to purple indicating that the district has corrected the issue.

259 Noncompliant - Title I-A Improving Basic Program FY 2022 Consolidated ESEA Onsite Review 04/14/2022 AP Under Implementation

Update

**Update Issue**

Issue Name: Noncompliant - Title I-A Improving Basic Program Survey Section/ Test Sheet Description: Noncompliant - Title I-A Improving Basic Program

\* Issue Creation Date: 04/14/2022 AP Submission Deadline: 07/15/2022 AP Implementation Deadline: 09/30/2022 Risk Flag: [Dropdown]

ODE Participants

Issue/AP Status: **AP Under Implementation** (highlighted in red box with arrow pointing to "Issue Resolved")

**Sections**

- \* Required \* Recommended LEA SPN CPL
- \* Required Fiscal Documents
- \* Fiscal Monitoring
- \* Fiscal Officer/Treasurer
- \* Monthly Fiscal Review and Reporting

**Questions**

FY 2021 CS Sponsor Fiscal Review

Prev Section Required Fiscal Documents LEA SPN CPL Next Section

Questions: 1 2 3 4 5 6 7 8 9 10 12 13 14

Group Name: Required Fiscal Documents

Question 1: Resolved (highlighted in purple box with arrow pointing to it)

Reference: 503 - School Annual Budget due October 25th

School Annual Budget in ODE approved format with all reporting categories and subgroups - uploaded to OSS by October 25th

Upload the school's annual budget.

8. When all issues have been resolved, the Compliance Process is completed.

## F. Timelines for Completion of Desk Reviews

Monitoring Season Timeline				
Desk Review	System Opens in Jan.	Desk Reviews held between January and March	Corrective Actions Plans provided within 30 days	System closes June 30 <sup>th</sup> – All Corrective Action Plans must be approved.

### Desk Review

