

Quality Program Review 2023-24 Monitoring Technical Manual



Office of Career-Technical Education
2023-2024



**Department of
Education &
Workforce**

Table of Contents

TABLE OF CONTENTS	1
QUALITY PROGRAM REVIEW	2
GETTING HELP	3
ACCESSING THE MONITORING PORTAL	4
<i>Logging on through the OH ID account</i>	4
<i>My Apps</i>	5
<i>CTE Quality Program Review</i>	6
<i>Accessing the CTE Quality Program Review Data</i>	7
COMPLETING THE CTE PROGRAM REVIEW SURVEY	9
SUBMITTING ACTION PLANS	12
APPROVING ACTION PLANS (SUPERINTENDENT)	16
SEARCH TIPS	18
RESOURCES	18

Quality Program Review

Ohio legislation requires the Ohio Department of Education and Workforce and the lead district of each secondary Career-Technical Planning District to conduct an annual review of each career-technical education pathway within the planning district.

The intent of the Ohio Career-Technical Education Quality Program Review is to maximize the use of resources and continuously improve career-technical education. The Career-Technical Education Program Review is a one- to five-year process. The district conducts a self-review and creates and implements improvement strategies for areas identified as noncompliant. This work is completed in collaboration with the Career-Technical Planning District and the Ohio Department of Education and Workforce. The performance measures for the QPR 2023 Pathway Data and beyond align with the [Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) and the [Career-Technical Planning District Report Card](#). The performance measures are **Technical Skill Attainment, Work-Based Learning and Post-Program Placement**.

Technical Skill Attainment

Technical Skill Attainment measures the percentage of CTE Concentrators in the reporting year who participated in and received a cumulative score of proficient or higher on the technical assessments aligned to their pathway. If less than 90% of the concentrators take a required technical assessment (participate), the pathway receives a demotion for the Technical Skill Attainment measure.

Work-based Learning

Work-based Learning measures the percentage of career-technical education concentrators who were graduates in the graduation cohort and participated in a minimum of 250 hours of work-based learning.

Post-Program Placement

Post-Program Placement measures the percentage of status known CTE Concentrators who left Secondary Education the previous year and were enrolled in postsecondary education or advanced training, in military service, a service program, an apprenticeship or employed. If the status known is less than 85%, the pathway receives a demotion for this measure. If the status known is 95% or more, the pathway receives a promotion for the Post-Program Placement measure.

Getting Help

General Assistance

Matt Winkle
Office of Career-Technical Education
(614) 995-5286
Matthew.Winkle@education.ohio.gov

Technical Assistance

For **technical assistance** specific to a pathway, please contact your assigned Education Program Specialist as listed on the [Office of Career-Technical Education web page](#).

Accessing the CTE Compliance System

New users must have access to an [OH|ID account](#) to access the CTE-26 portal.

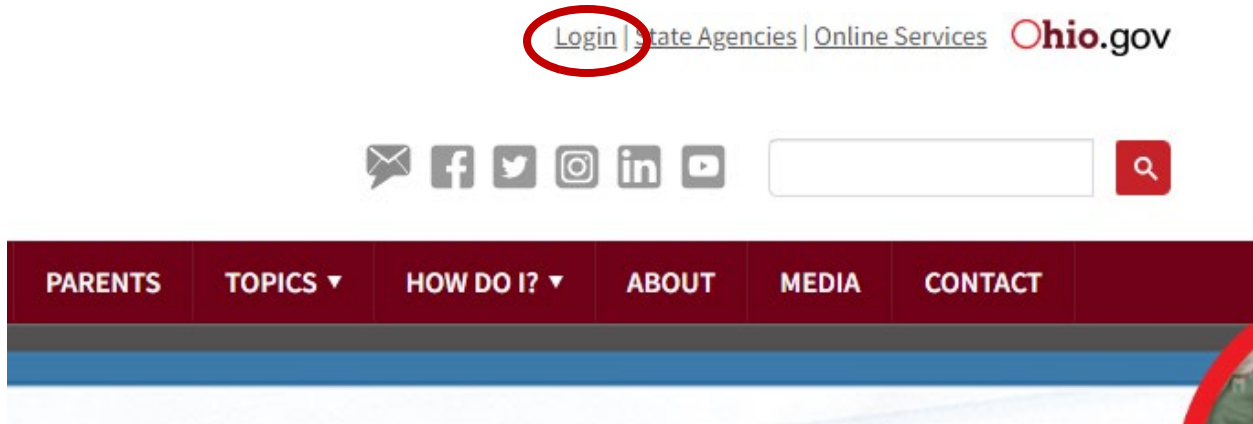
To access the CTE-26 portal, you must have one of the following roles assigned to you in the [Ohio Educational Directory System \(OEDS-R\)](#): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General.

Career-Technical Planning District personnel accessing the CTE-26 portal to review member districts' QPR information must have one of the following roles assigned in the [Ohio Education Directory System \(OEDS-R\)](#) under the Career-Technical Planning District organization IRN: Superintendent, Superintendent Designee.

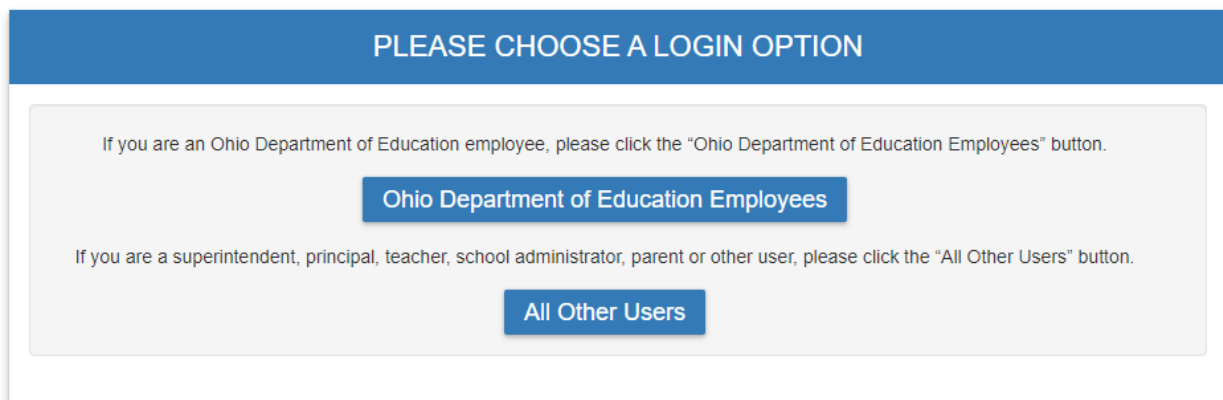
Accessing the Monitoring Portal

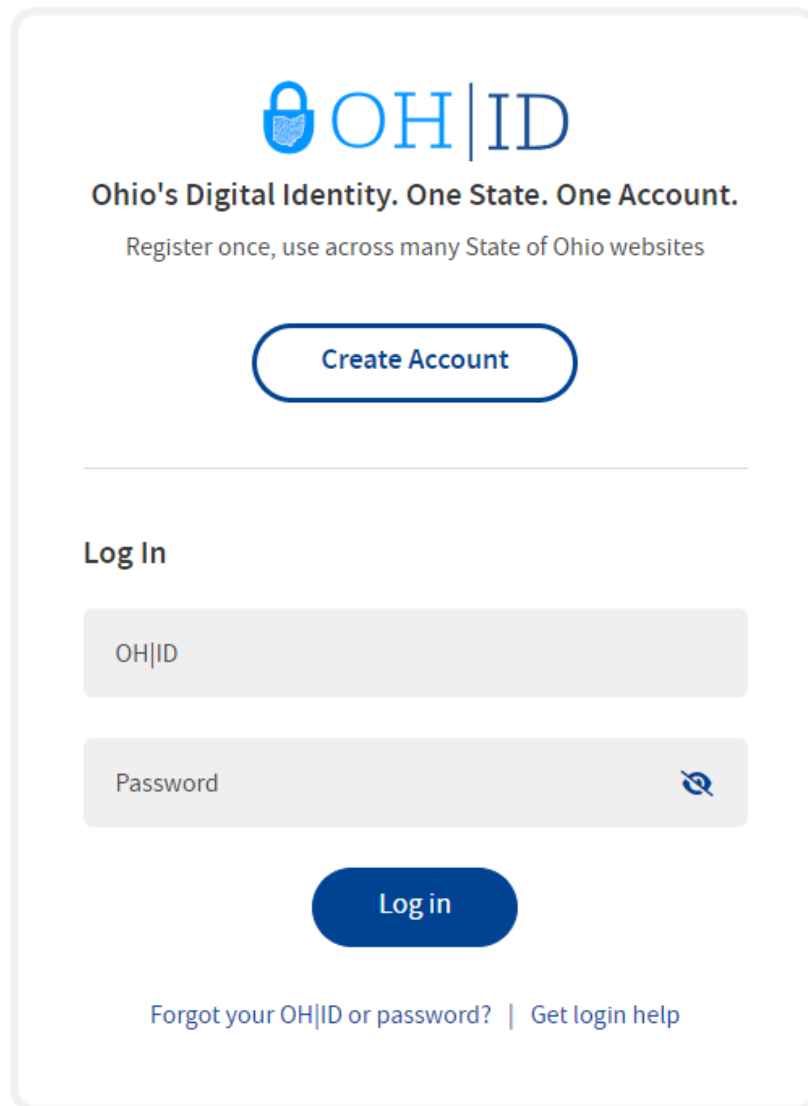
Logging on through the OH|ID account

Users can access the online Monitoring portal through the State of Ohio’s secure Web Portal known as OH|ID (Ohio’s Digital Identity). Click on the **Login** link located at the top of [the Department’s home page](#). Note: You must have a OH|ID account to sign-in.



Choose a login option and you will be taken to the appropriate screen where you can login to your OH|ID account.





The image shows a screenshot of the OH|ID login and registration interface. At the top, there is a logo consisting of a blue padlock icon followed by the text "OH|ID". Below the logo, the text reads "Ohio's Digital Identity. One State. One Account." and "Register once, use across many State of Ohio websites". A prominent blue button with white text says "Create Account". Below this, a horizontal line separates the registration section from the login section. The login section is titled "Log In" and contains two input fields: one for "OH|ID" and one for "Password". The password field has a small blue icon of an eye with a slash through it, indicating a toggle for visibility. Below the input fields is a blue button with white text that says "Log in". At the bottom of the login section, there is a link that says "Forgot your OH|ID or password? | Get login help".

My Apps

Select the Monitoring App. **Note:** If the Monitoring App does not appear in the OH|ID My Apps, please verify personnel have the appropriate role assigned in the [Ohio Education Directory System \(OEDS-R\)](#).

To access the application, you must have one of the following roles assigned to you in the Ohio Educational Directory System (OEDS-R): Superintendent, Superintendent Designee, Director of Career Technical Education General, or Supervisor Career Technical Education General.

CTPD (Career-Technical Planning District) personnel reviewing member district pathways must be assigned one of the following OEDS roles – Superintendent or Superintendent-Designee.

My Apps

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

The screenshot shows three app cards in a row. Each card has a house icon with a clock, a yellow star in the top right corner, and a title. The first card is titled 'CTE-26' with the description 'Submit career-tech workforce development plans'. The second card is titled 'Human Resources Management System' with the description 'Timecard entry and leave requests'. The third card is titled 'Monitoring' with the description 'Tracks grant monitoring, program analysis, data'. Each card has 'Details' and 'Open App' buttons at the bottom. The 'Monitoring' card is highlighted with a red rounded rectangle, and a red arrow points to its 'Open App' button.

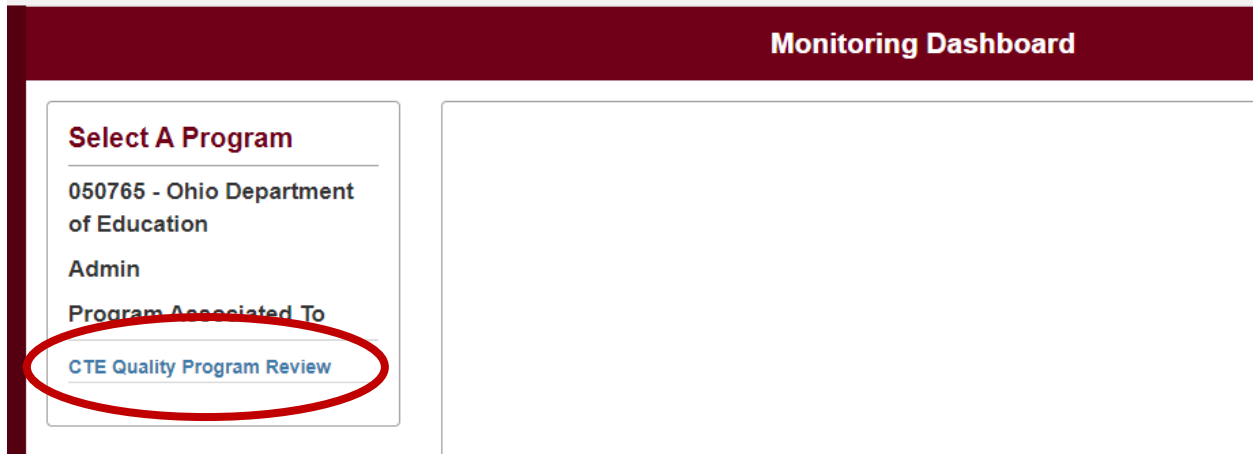
CTE Quality Program Review

From the **Monitoring App** select the organization you wish to view.

Note: The IRN selected may limit or extend the users access based on the organization selected and their assigned OEDS roles.

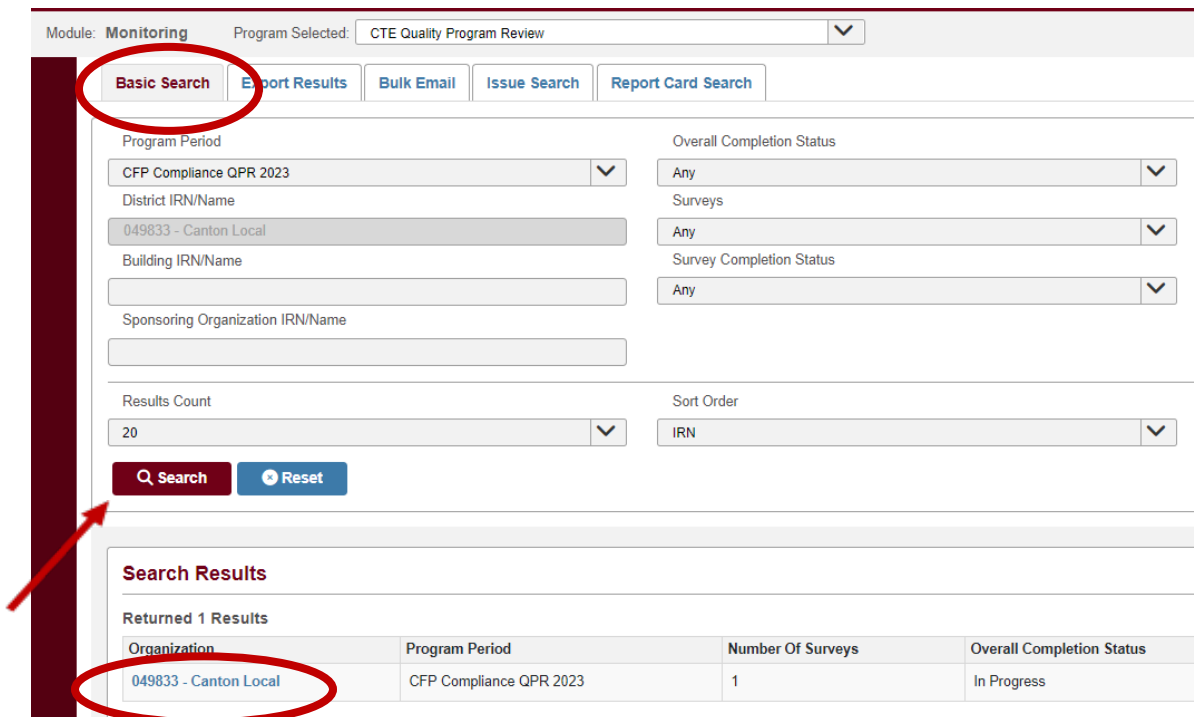
The screenshot shows a dialog box titled 'Select A Program'. It contains a message: 'You are associated to multiple organizations. Please select an organization.' Below this is a section labeled 'Organization' with a dropdown menu. The dropdown menu is open, showing three options: '049833 - Canton Local', '200115 - Canton Local CTPD', and '049833 - Canton Local'. The '049833 - Canton Local' option is highlighted in blue. Below the dropdown menu is a label 'District IRN'.

After choosing an organization, select CTE Quality Program Review under **Select A Program**.

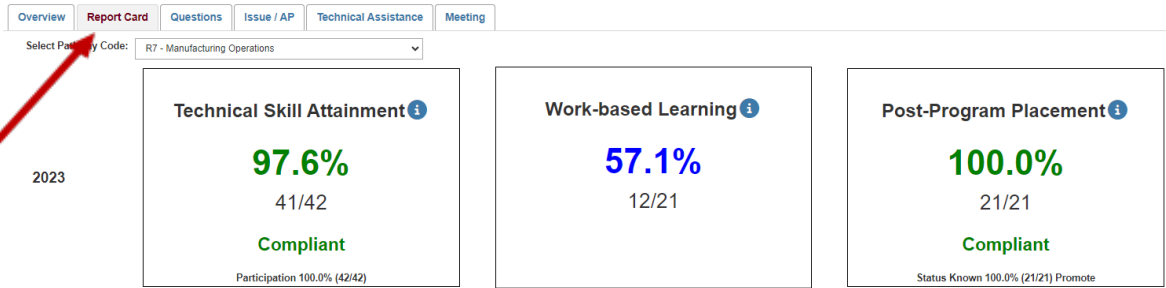


Accessing the CTE Quality Program Review Data

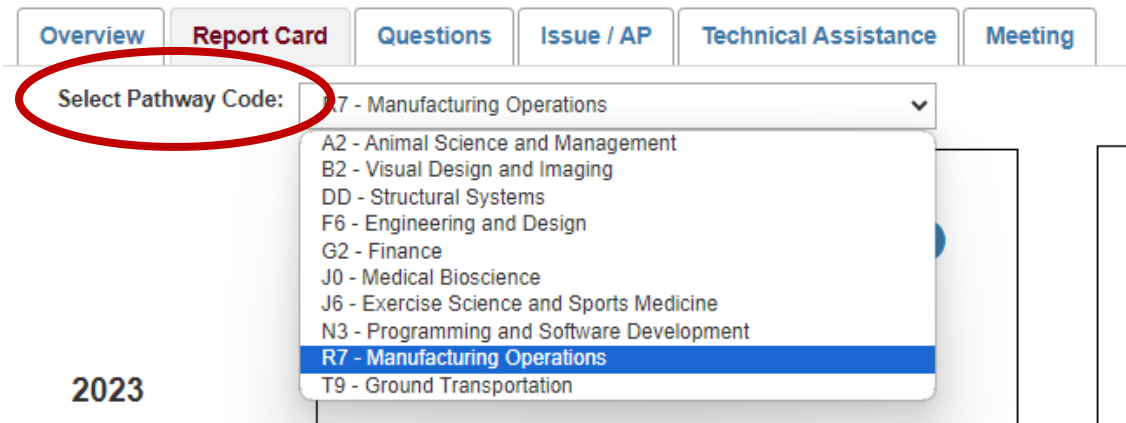
1. From the **Basic Search** tab click **Search** and your organization(s) will be returned in the **Search Results** at the bottom of the screen.



2. Click the blue link under **Search Results** to access the dashboard.
3. Select the **Report Card** tab to view your pathway data.

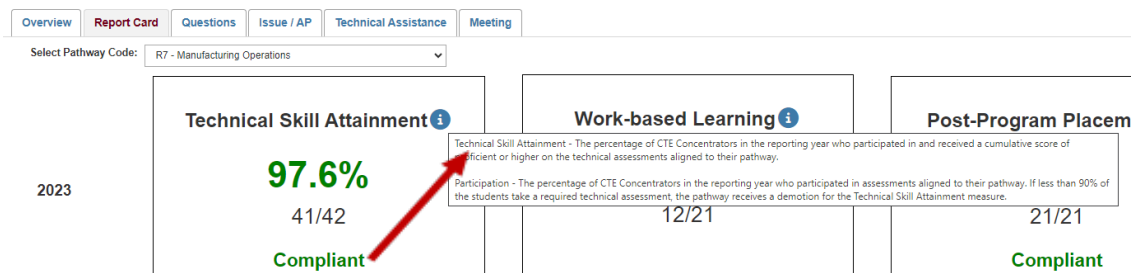


- Use the **Select Pathway Code:** dropdown to access other pathways within your organization.



- Hovering over the information  icon will provide a basic description of the measure.

For more information, please review the Quality Program Review Guidebook.



- Alternatively, districts may choose to view all pathways at once using the **Report Card Search** function. Selecting the Details button for a pathway will return the user to the Report Card screen as shown above in step 3.

Module: **Monitoring** Program Selected: **CTE Quality Program Review**

[Basic Search](#)
[Export Results](#)
[Bulk Email](#)
[Issue Search](#)
[Report Card Search](#)

Fiscal Year:
 Pathway Code:

District IRN/Name:
 Compliant:

CTPD Organization IRN/Name:

Results Count:

Note: The returned results are for pathway compliance. Clicking the District link for a pathway will return the user to the Report Card screen as shown above in step 3.

Pathway	Pathway Description	Compliant	Tech Skill %	Work-Based Learning %	Post Placement %
A0	Agribusiness and Production Systems	Is Compliant	93.90	28.10	91.50
A1	Industrial Power Technology	Is Compliant	100.00	82.60	100.00
A2	Animal Science and Management	Is Compliant	93.20	87.00	100.00
A5	Horticulture	Is Compliant	86.10	57.10	93.80
A6	Natural Resource Management	Is Compliant	100.00	83.30	100.00
B2	Visual Design and Imaging	Is Compliant	100.00	50.00	95.00
DE	Mechanical, Electrical and Plumbing	Is Compliant	99.30	40.30	93.60

Completing the CTE Program Review Survey

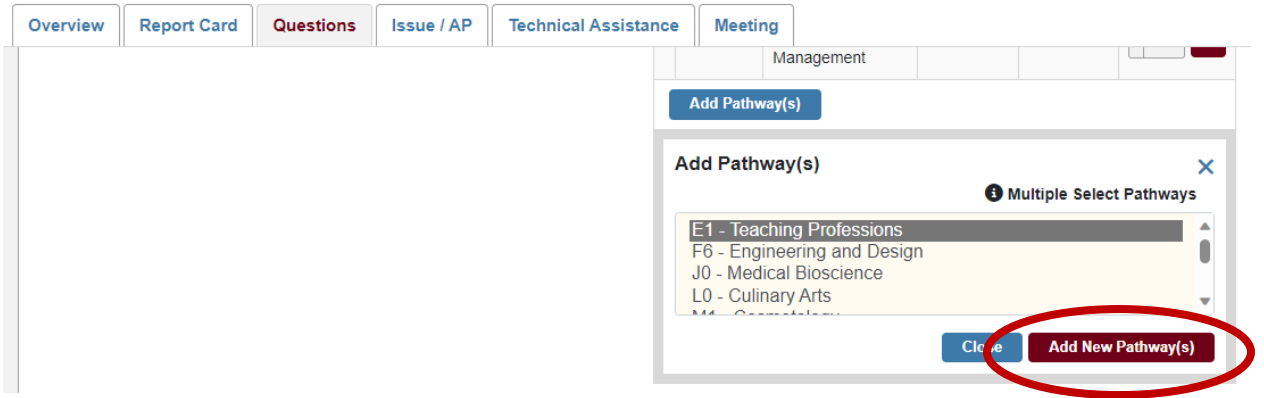
- To access the Quality Program survey for “Non-Compliant” pathways select the Questions tab and click the **Add Pathway(s)** button.

[Overview](#)
[Report Card](#)
[Questions](#)
[Issue / AP](#)
[Technical Assistance](#)
[Meeting](#)

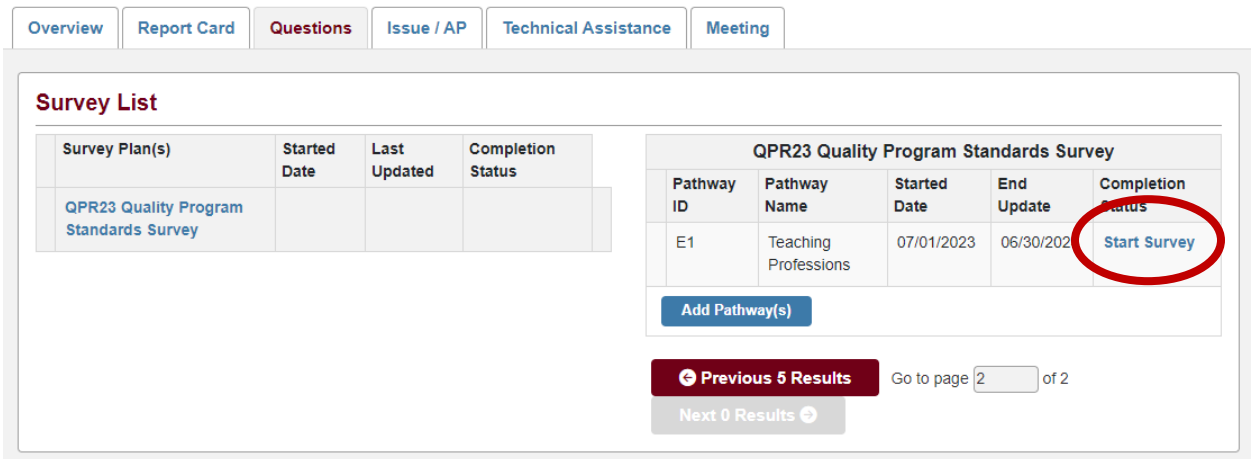
Add Pathway(s)
Multiple Select Pathways

- E1 - Teaching Professions
- F6 - Engineering and Design
- J0 - Medical Bioscience
- L0 - Culinary Arts
- M4 - Cosmetology

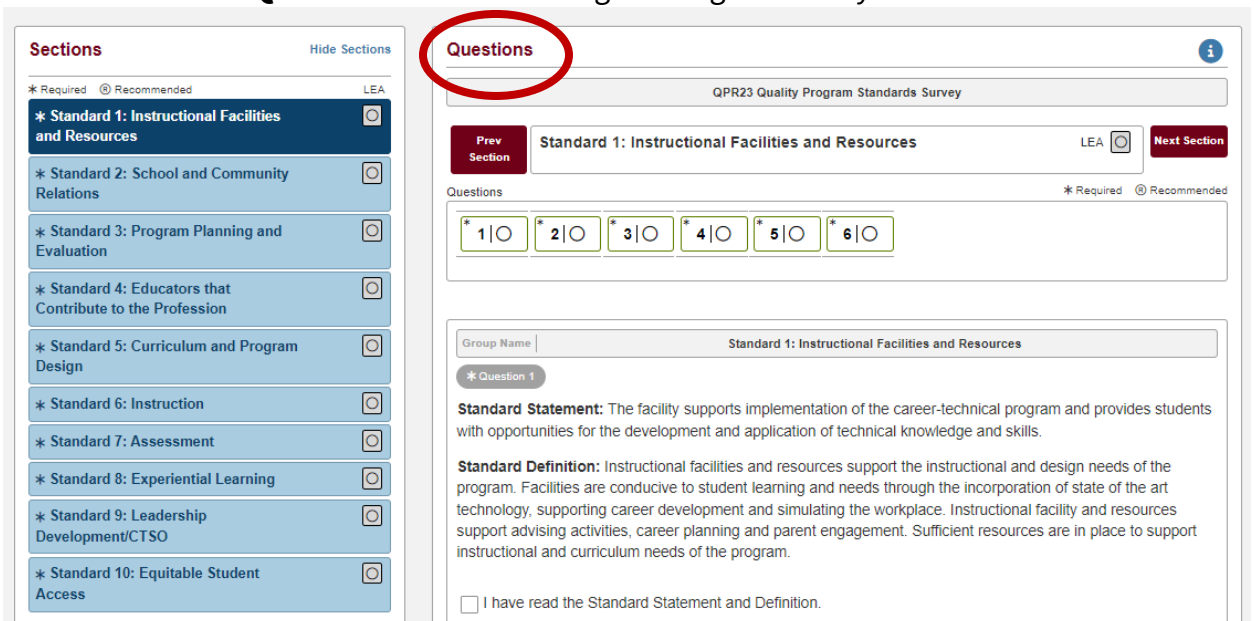
- Select the pathway you want to add and click Add New Pathways. To select multiple pathways hold the Shift key and select all pathways you want to add.



- Click the Start Survey link to begin



- Scroll down to the **Questions** section and begin taking the survey.



5. Answers will save automatically and the Question and Section indicators will track completion.

6. You are required to have a minimum of **three answers** with a ‘Create Issue’ status in your survey in order to submit. These will create the Issues that you will potentially use to write your Action Plans.





Complete the survey collaboratively in paper format with all stakeholders prior to entering the answers in the Monitoring System to allow for discussion and determination of ‘Create Issue’ answers.

- After answering all questions (all radial buttons are green), change the Completion Status to Submitted and click the Save icon.


- Submitting the Survey will create an Issue for each 'Create Issue' answer from the survey, which you will use when submitting your Action Plan(s).

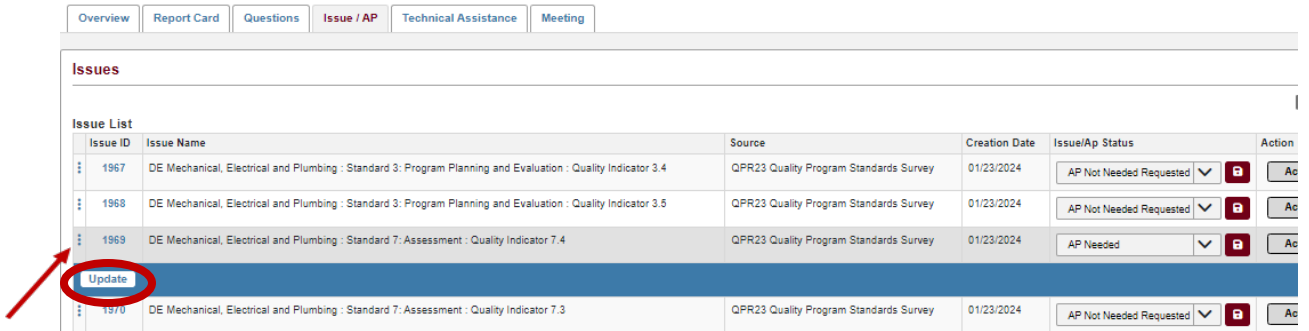
Submitting Action Plans

One Action Plan is required for each non-compliant area of each non-compliant pathway. Make sure you are addressing the correct pathway and issue for each rating. **The Action Plan Goal template** can be found under the **Resources** section of the [Quality Program Review](#) home page.

- Move to the **Issue/AP** tab, change the status of the **issue you wish to work** with to **AP Needed Requested** and click the  icon. For all issues you are not submitting an action plan for, change **Issue Status** to **AP Not Needed Requested** and click the  icon.

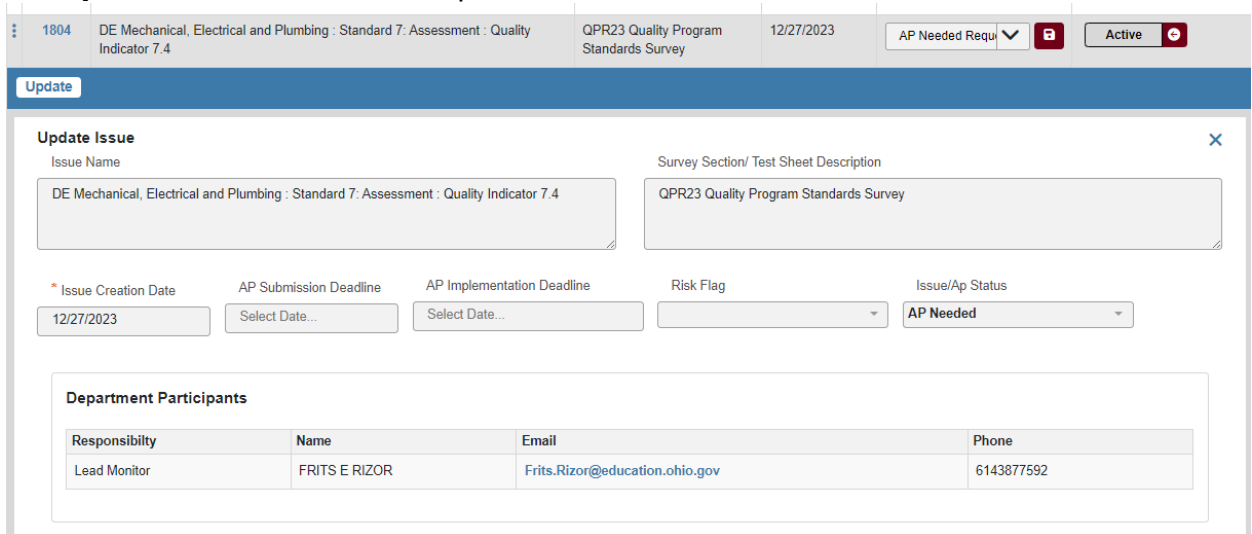
Be sure to refresh your browser window before proceeding to the next step, which will change the Issue Status to AP Needed.

- Click  to expand the issue and select **Update**.



Issue ID	Issue Name	Source	Creation Date	Issue/AP Status	Action
1967	DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.4	QPR23 Quality Program Standards Survey	01/23/2024	AP Not Needed Requested	Ac
1968	DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.5	QPR23 Quality Program Standards Survey	01/23/2024	AP Not Needed Requested	Ac
1969	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4	QPR23 Quality Program Standards Survey	01/23/2024	AP Needed	Ac
1970	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.3	QPR23 Quality Program Standards Survey	01/23/2024	AP Not Needed Requested	Ac

- The **Update Issue** work area will open.



Update Issue

Issue Name: DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4

Survey Section/ Test Sheet Description: QPR23 Quality Program Standards Survey

* Issue Creation Date: 12/27/2023

AP Submission Deadline: Select Date...

AP Implementation Deadline: Select Date...

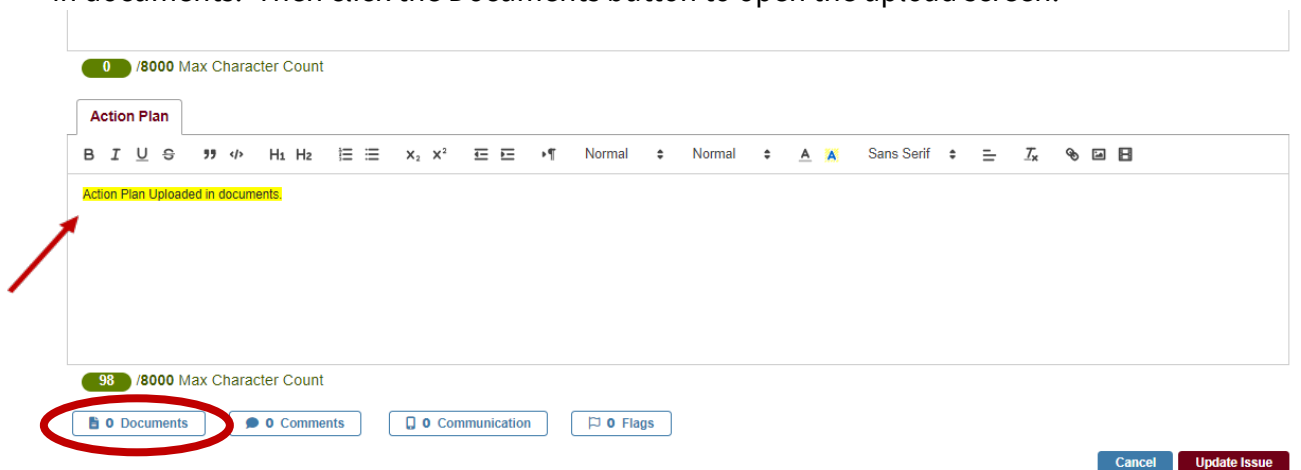
Risk Flag: [Dropdown]

Issue/AP Status: AP Needed

Department Participants

Responsibility	Name	Email	Phone
Lead Monitor	FRITS E RIZOR	Frits.Rizor@education.ohio.gov	6143877592

- Scroll down to the **Action Plan** tab (bottom of screen) and type 'Action Plan uploaded in documents'. Then click the Documents button to open the upload screen.

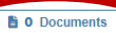





0 /8000 Max Character Count

Action Plan

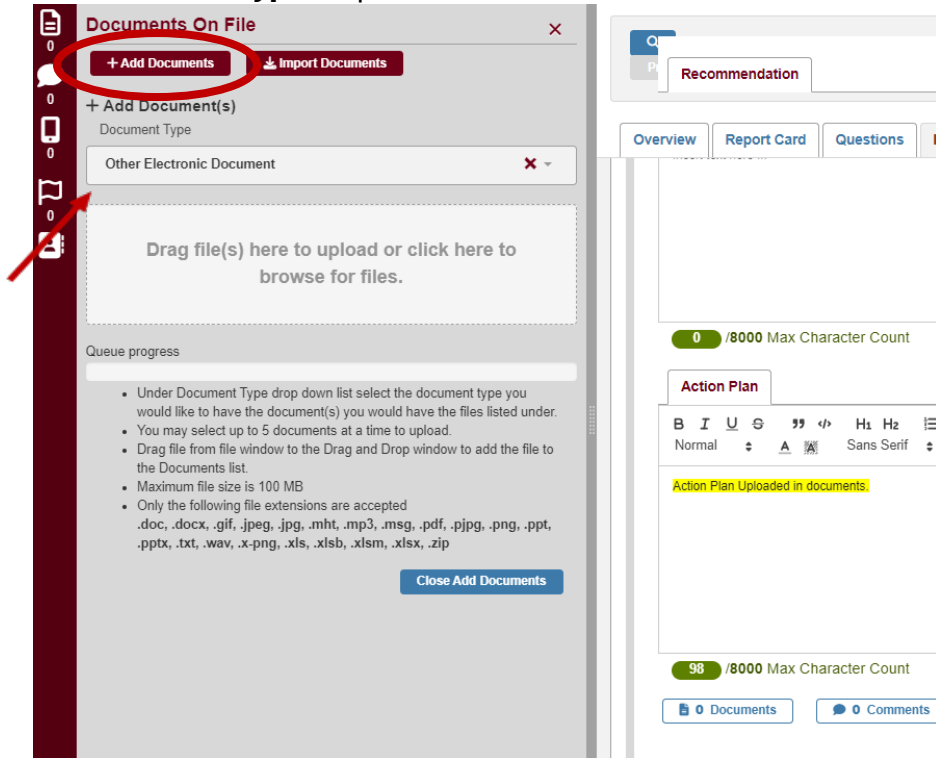
Action Plan Uploaded in documents

98 /8000 Max Character Count

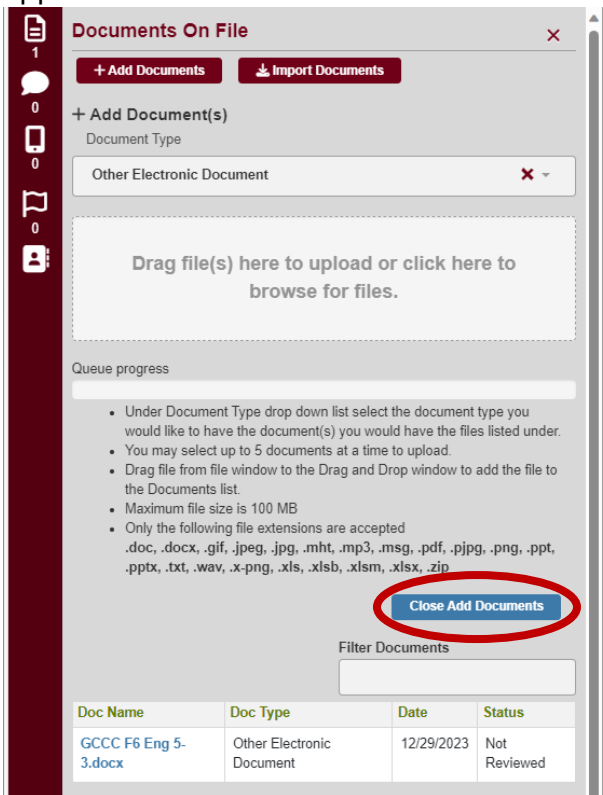
   

Cancel Update Issue

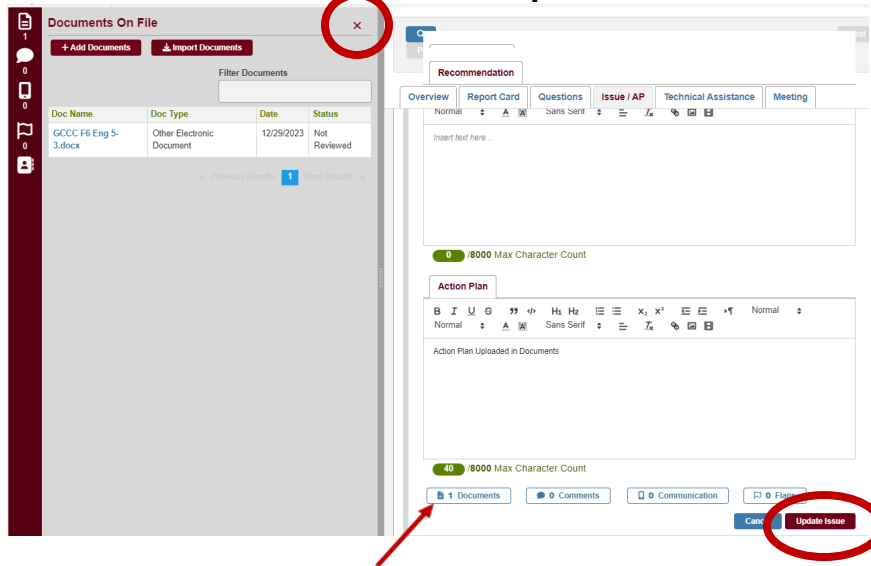
5. Click the **+Add Documents** button and then select **Other Electronic Document** from the **Document Type** dropdown.



6. Drag and drop or browse and upload your Action Plan file. After your document appears in the list at the bottom of the screen, close the Add Documents screen.







- Close the **Documents on File** window and it will show that your document has been attached to the Action Plan tab. Click **Update Issue**.



- Change the **Issue Status** to AP Submitted and click the  icon.

Overview	Report Card	Questions	Issue / AP	Technical Assistance	Meeting
1802	DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.5	QPR23 Quality Program Standards Survey	12/27/2023	Issue Created	
1803	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.3	QPR23 Quality Program Standards Survey	12/27/2023	Issue Created	
1804	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4	QPR23 Quality Program Standards Survey	12/27/2023	AP Submitted	
1805	A3 Agriculture, Food and Natural Resources Bioscience : Standard 9: Leadership Development/CTSO : Quality Indicator 9.3	QPR23 Quality Program Standards Survey	12/27/2023	AP Submitted	

For all issues you are not submitting an action plan for, ensure the **Issue Status** has been changed to **AP Not Needed Requested** and click the  icon.

Issue ID	Issue Name	Source	Creation Date	Issue/Ap Status	Action
1301	F8 Engineering and Design : Standard 6: Instruction : Quality Indicator 6.2	QPR23 Quality Program Standards Survey	01/19/2024	AP Not Needed Requested	Active 
1302	F8 Engineering and Design : Standard 5: Curriculum and Program Design : Quality Indicator 5.1	QPR23 Quality Program Standards Survey	01/19/2024	AP Not Needed Requested	Active 
1300	F8 Engineering and Design : Standard 7: Assessment : Quality Indicator 7.4	QPR23 Quality Program Standards Survey	01/19/2024	AP Submitted	Active 

- After uploading action plan(s) and moving all issues to **AP Submitted** or **AP Not Needed Requested**, email your assigned [education program specialist \(EPS\)](#) and they will move submitted action plans to **AP Needs Superintendent Approval**.



*If submitting multiple action plans, consider waiting until issues all are in **AP Submitted** or **AP Not Needed Requested** status before emailing your assigned EPS.*

Approving Action Plans (Superintendent)

Action plans can only be approved by the **Superintendent or Superintendent Designee**. To approve submitted action plans, be sure you have the correct OEDS role and are logged in to the **Monitoring** application under your district IRN (pp. 4-7).



View Issue **Search Tips** (pp. 18) below to filter results by Issue/AP Status.

1. From the Issues tab, locate **AP Needs Superintendent Approval** issues in the **Issue/AP Status** column. Click the Issue number to open the **View Issue** window.

Overview	Report Card	Questions	Issue / AP	Technical Assistance	Meeting	
1801	DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.4			QPR23 Quality Program Standards Survey	12/27/2023	AP Needs Superint
1802	DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.5			QPR23 Quality Program Standards Survey	12/27/2023	AP Not Needed Re
1803	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.3			QPR23 Quality Program Standards Survey	12/27/2023	AP Not Needed Re
1804	DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4			QPR23 Quality Program Standards Survey	12/27/2023	AP Needs Superint
Update						
1805	A3 Agriculture, Food and Natural Resources Bioscience : Standard 9: Leadership			QPR23 Quality Program	12/27/2023	

2. Click the **Documents** icon at the bottom of the **View Issues** page to access action plant documents.

Overview | Report Card | Questions | Issue / AP | Technical Assistance | Meeting

1804 DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4 QPR23 Quality Program Standards Survey 12/27/2023 AP Needs Superintendent Active

View Issue

Overview QPR23 Quality Program Standards Survey: DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4

Creation Date 12/27/2023 AP Implementation Deadline 02/04/2024 Issue/AP Status AP Needs Superintendent App...

Department Participants

Responsibility	Name	Email	Phone
Lead Monitor	FRITS RIZOR	Frits.Rizor@education.ohio.gov	6143877592

LEA Participants

Responsibility	Name	Email	Phone
----------------	------	-------	-------

Issue/Condition | Recommendation | Action Plan

Quality Indicator 7.4: State Board of Education approved technical assessments, industry certification, and/or licensure examinations measure student performance.

Exemplary: 100 percent of students enrolled in the career tech program test with 90 percent passing or above at the benchmark level on State Board of Education approved technical assessments. 75 percent or more of students attain an industry credential where applicable.

Effective: 100 percent of students enrolled in the career tech program test with 70 percent of students scoring at the benchmark level on their State Board of Education approved technical assessments or attains industry credentials.

Minimal: Students participate in State Board of Education approved technical assessments and/or industry certification and licensure examinations.

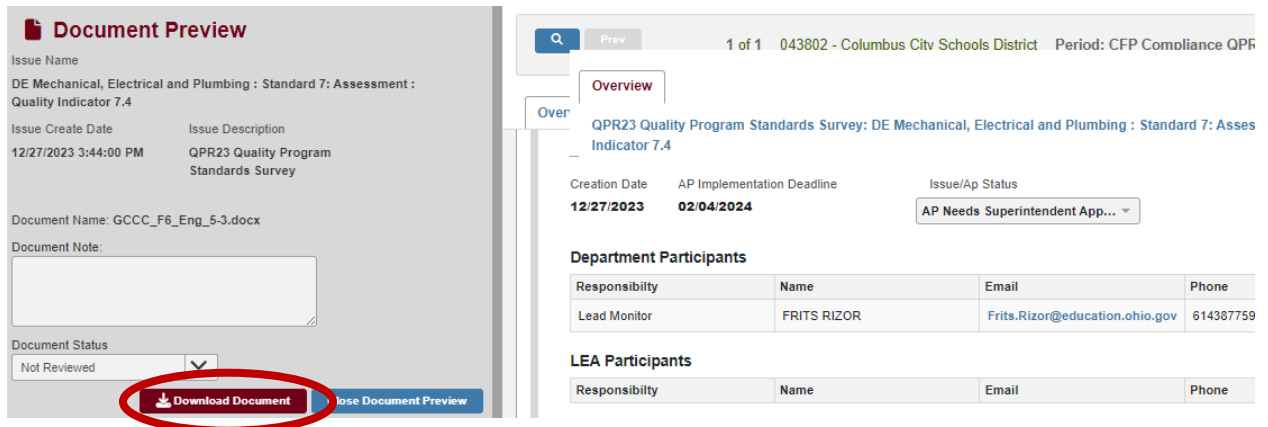
Unsatisfactory: Students do not participate in State Board of Education approved technical assessments, industry certification and/or licensure examinations.


1 Documents | Comments | Communication | Flags

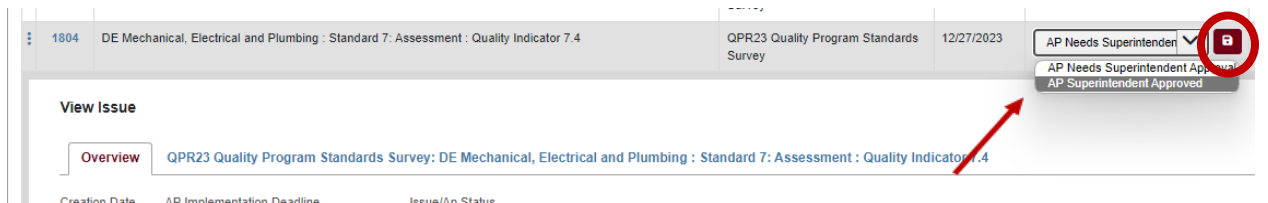
3. Select the document.



4. Download the document.



5. To approve after reviewing the document, change **Issue Status** to **AP Superintendent Approved** and click the  icon.



6. If the action plan is not acceptable as written, leave the **Issue Status** as **AP Needs Superintendent Approval** and collaborate with the team to submit a revised action plan (Steps 2-7 pp. 12-15). They will leave the **Issue Status** as **AP Needs Superintendent Approval**.

Your assigned [ODEW Career Tech Program Specialist](#) can remove the original document from the system.

Search Tips

To filter search results by a survey or issue status, select the Issue Search tab from the Monitoring home page select fields to produce desired results. The steps below would allow the user to filter by issues submitted that require superintendent approval for an action plan for the 2023 Quality Program Review.

1. Select the **Issue Search** tab.
2. Select the appropriate **Fiscal Year**.
3. Change the **Issue Status** to AP Needs Superintendent Approval.
4. Click the Search button

Results displayed are only those issues with **AP Needs Superintendent Approval** status.

Module: Monitoring Program Selected: CTE Quality Program Review

Basic Search | Export Results | Bulk Edit | **Issue Search** | Report Card Search

Program type: Any

Fiscal Year: Fiscal Year 2023

District IRN/Name: 643802 - Columbus City Schools District

Building IRN/Name:

Sponsoring Organization IRN/Name:

CTPD Organization IRN/Name:

Issue ID:

Issue Name:

Issue Source: Any

Issue Status: AP Needs Superintendent Approval

Audit Date From: Select Date... Audit Date To: Select Date...

Risk Factor: Any

Results Count: 20

Sort Order: Organization Name

Search | Reset

Search Results

Returned 4 Results

Issue Name	Issue ID	Program Type Name	Fiscal Year	Audit Date	Monitored Organization	Flags	Issue Status	Consultants
C4 Business and Administrative Services : Standard 3: Program Planning and Evaluation : Quality Indicator 3.4	1798	CTE Quality Program Review	2023	12/27/2023			AP Needs Superintendent Approval	
C4 Business and Administrative Services : Standard 7: Assessment : Quality Indicator 7.4	1800	CTE Quality Program Review	2023	12/27/2023			AP Needs Superintendent Approval	
DE Mechanical, Electrical and Plumbing : Standard 3: Program Planning and Evaluation : Quality Indicator 3.4	1801	CTE Quality Program Review	2023	12/27/2023			AP Needs Superintendent Approval	
DE Mechanical, Electrical and Plumbing : Standard 7: Assessment : Quality Indicator 7.4	1804	CTE Quality Program Review	2023	12/27/2023			AP Needs Superintendent Approval	

Resources

[CTE Quality Program Review Homepage](#)

[CTE Planning, Funding and Accountability Homepage](#)

[CTE Data & Accountability Homepage](#)

[CTE Standards, Assessments and Licensure Homepage](#)

[Career Technical Planning District \(CTPD\) Report Card Technical Documentation](#)