

# Ohio

## BUSINESS ADVISORY COUNCILS IN OHIO SCHOOLS

ANNUAL PLAN SUBMISSION GUIDANCE DOCUMENT

## Table of Contents

|  |    |
|--|----|
| Introduction .....                                   | 3  |
| Accessing the Forms Web System .....                 | 3  |
| Logging in through SAFE .....                        | 3  |
| Accessing the Business Advisory Council Survey ..... | 5  |
| Completing the Business Advisory Council Survey..... | 6  |
| Overview .....                                       | 6  |
| Questions .....                                      | 7  |
| Comments .....                                       | 9  |
| Supporting Documents .....                           | 10 |

## Introduction

ORC 3313.821 enacted as part of Am. Sub H.B 49 requires all school districts and Educational Service Centers to create and submit their business advisory council plans to the Ohio Department of Education (ODE).

Beginning in the 2018 – 2019 (FY19) school year, ODE will coordinate the submission of these plans annually through the Department's Secure Application for Enterprise (SAFE) web portal. The department has requested all annual plans be submitted not later than September 30<sup>th</sup>.

This guidance document is designed to help districts complete the submission process.

## Accessing the Forms Web System

The Ohio Department of Education uses the Forms Web System to complete the Business Advisory Council Plan collection process. Users access the system through the SAFE web portal.

Users must have one of the following roles in the Ohio Educational Directory System (OEDS-R), assigned by their district's OEDS administrator, to complete the required surveys:

- Superintendent
- Superintendent Designee

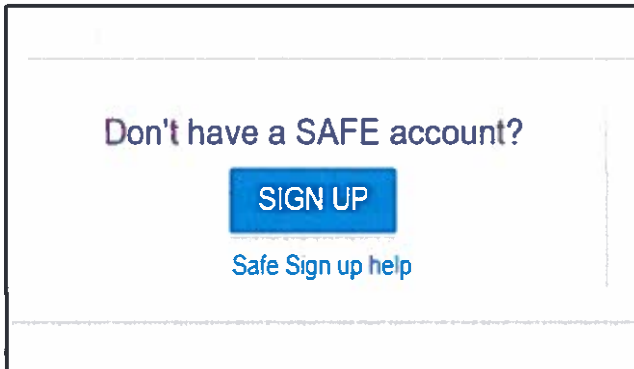
Note: Users who need to access the system but do not have one of these identified roles must contact their district's OEDS administrator.

## Logging in through SAFE

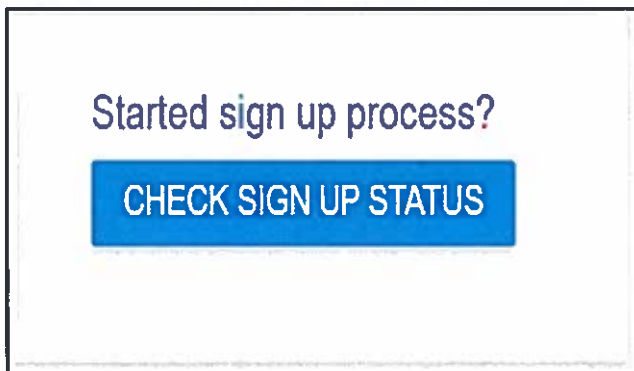
1. Users that do not have a **SAFE** account can create a new account by clicking **SAFE** located at the top of the Department's home page:



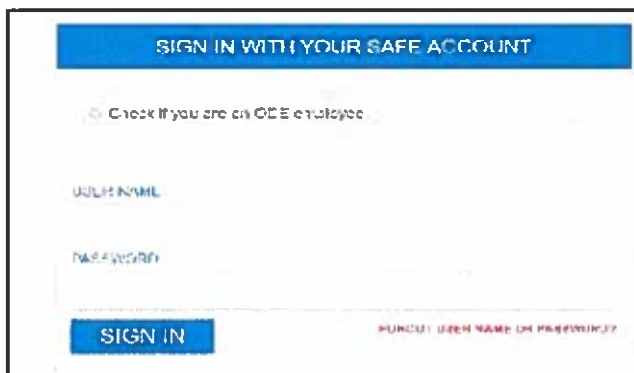
2. On the **SAFE** web portal page, click the **"Sign Up"** button. For guidance in establishing a new account, click the **"Safe Sign up help"** link.



3. If the user has previously started the sign-up process, click on the **Check Signup Status** button for further information about the status of the account.



4. Users with an established **SAFE** account, sign in to their account by entering their user name and password and clicking the Sign In button:



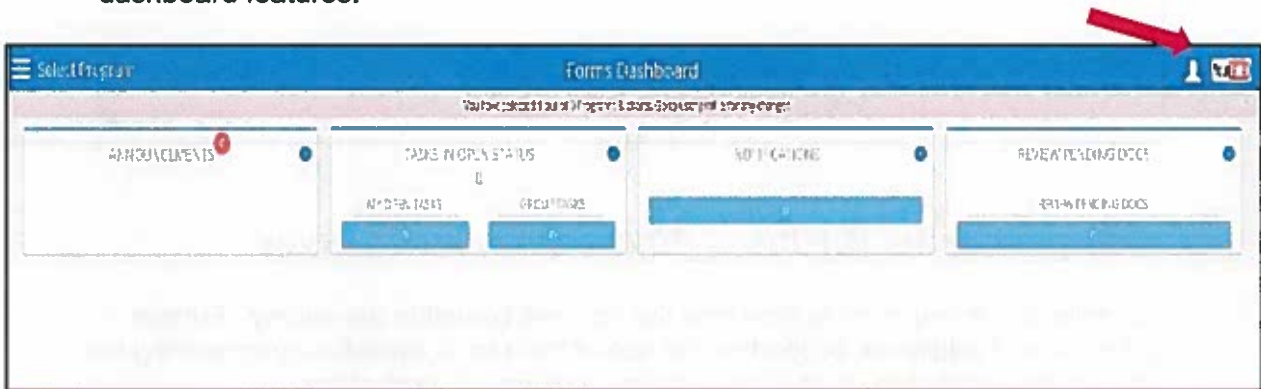
5. Once signed into **SAFE**, a list of web systems to which the user has access will appear on the left side menu bar. If the FORMS link does not appear, the user does not have access to the system and must contact the district OEDS administrator for proper role assignment.

6. If the **FORMS** link appears, click the link:

| Web Applications                  | Description   |
|-----------------------------------|---|
| <b>Web Systems</b>                |   |
| <b>CCIP</b>                       | Comprehensive Continuous Improvement Planning Application |
| <b>Compliance</b>                 | Compliance Tracking System - Self Evaluation              |
| <b>Exceptional Children</b>       | Gifted, Focused Monitoring, Autism, Procedural Safeguards |
| <b>Forms</b>                      | Electronic Forms and Waiver Submission                    |
| <b>F&amp;L</b>                    | F&L - Forms and Surveys List                              |
| <b>HRMS</b>                       | Human Resources Management System                         |
| <b>Learning Management System</b> | Learning Management System                                |

## Accessing the Business Advisory Council Survey

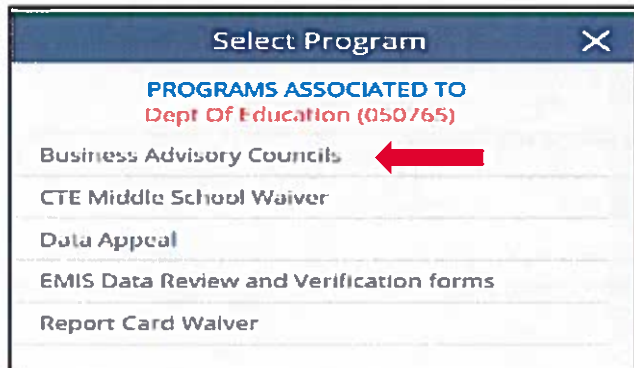
1. The Forms link will open on the **Forms Dashboard**. There is a link to a YouTube video in the upper right corner of the screen that provides an overview of the dashboard features.



2. The **Select Program** on the upper left side of the screen provides quick access to the programs available based on the user's OEDS role(s).



3. Click on the **Business Advisory Councils** link. If you do not see Business Advisory Councils, you likely do not have the proper role assigned within OEDS. Please see your OEDS administrator.



4. Click on the magnifying glass icon under the **Details** heading to access the school district's Business Advisory Council survey.

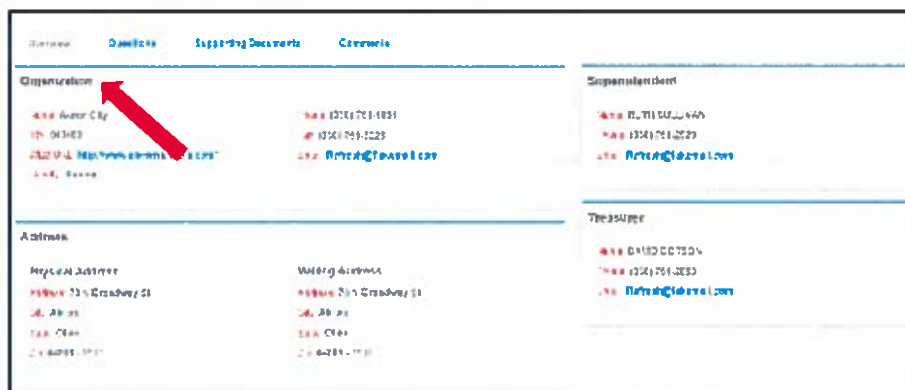


## Completing the Business Advisory Council Survey

The following instructions outline how the user will complete the survey. Further guidance and additional support on the use of this tool is available by contacting the Career Connections team at [CareerConnections@education.ohio.gov](mailto:CareerConnections@education.ohio.gov).

### Overview

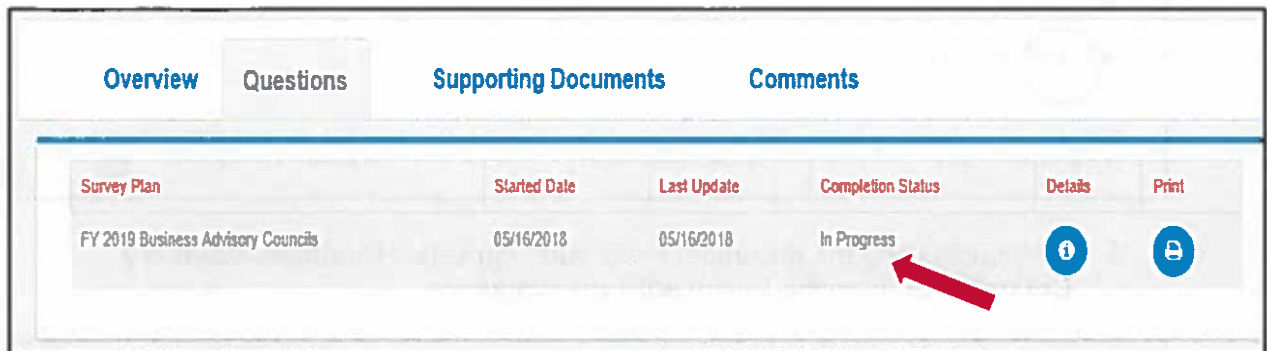
1. The home page of the survey is the **OVERVIEW**. It provides the name of the organization, physical address, mailing address and Superintendent's contact information. Users can navigate each portion of the survey by navigating the adjacent tabs.



## Questions

The **QUESTIONS** tab displays the completion status, the sections, and questions for the Business Advisory Council survey.

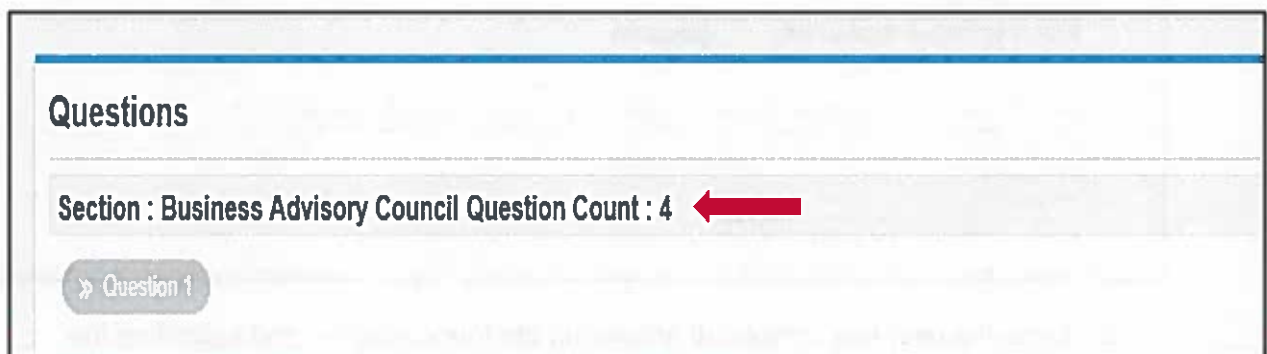
1. On the **QUESTIONS** tab, click on the Start button if the Completion Status does not already indicate “In-Progress” or “Started”.



Overview Questions Supporting Documents Comments

| Survey Plan                        | Started Date | Last Update | Completion Status | Details | Print |
|------------------------------------|--------------|-------------|-------------------|---------|-------|
| FY 2019 Business Advisory Councils | 05/16/2018   | 05/16/2018  | In Progress       |         |       |

2. In the **QUESTIONS** section, there are four questions the user must answer.

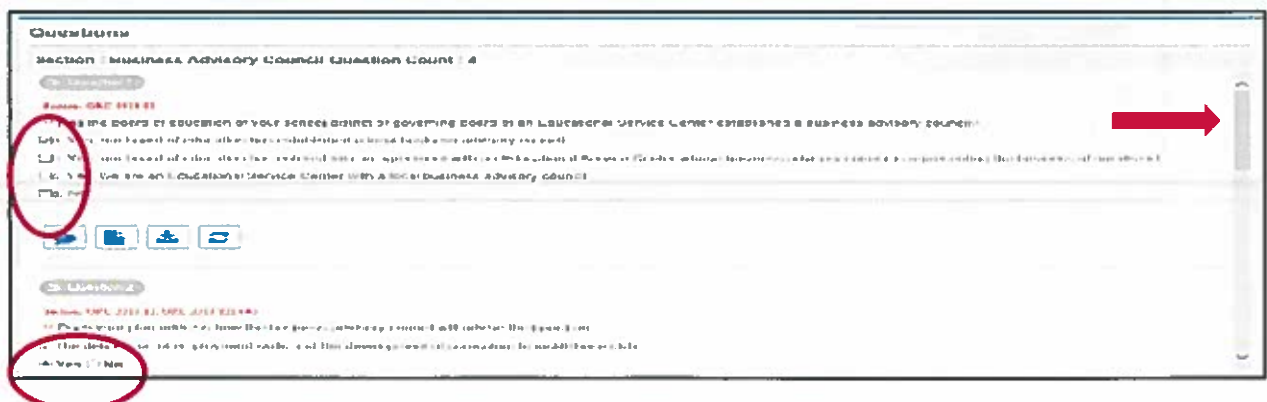


### Questions

Section : Business Advisory Council Question Count : 4

» Question 1

3. Using the scroll bar on the right to scroll, the user will scroll down to answer the four questions. The user must ensure to answer the questions using the response radial button provided either to the left or below the question as indicated by the ovals.



Questions

Section : Business Advisory Council Question Count : 4

» Question 1

**Has the board of education or your school district or governing board at an Educational Service Center completed a business advisory council?**

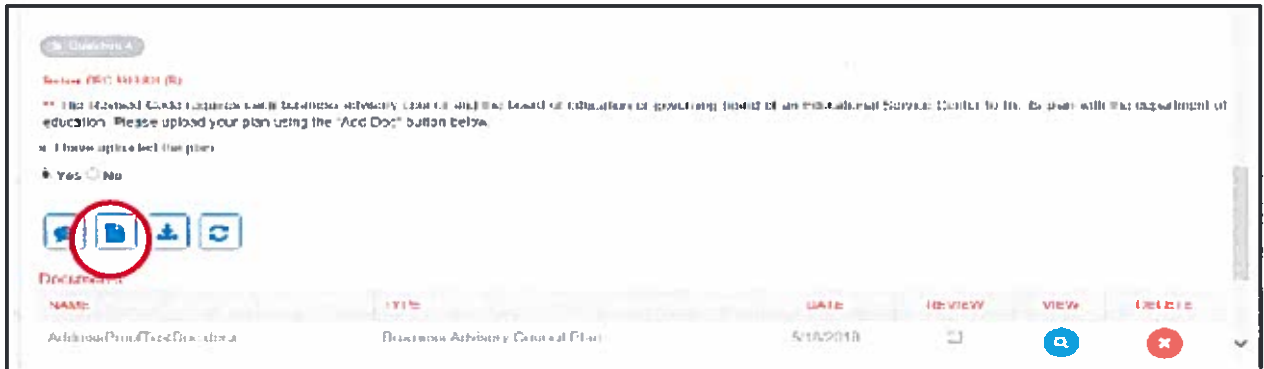
Yes  No

» Question 2

**Has the board of education or your school district or governing board at an Educational Service Center completed a business advisory council?**

Yes  No

4. After answering Question 4, the user will use the “Add Doc” button to upload the district's Business Advisory Council Plan.





Question 4




Below (BIC) (B)

\*\* The District Clerk requires each business advisory plan to be filed on the board of education or governing board of an educational service center to file. In line with the department of education. Please upload your plan using the "Add Doc" button below.

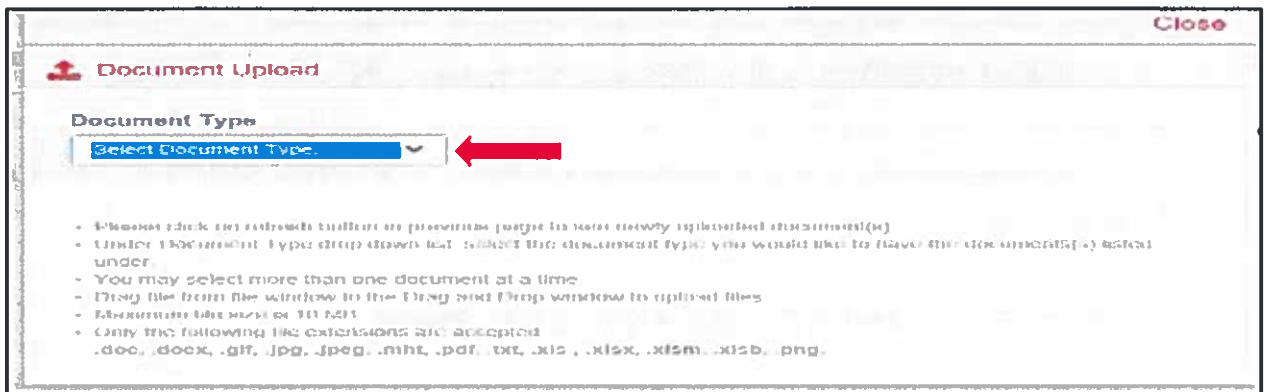
I have uploaded the plan

Yes  No

**Add Doc**  



| NAME                      | TYPE                           | DATE      | REVIEW  | VIEW  | DELETE  |
|---------------------------|--------------------------------|-----------|---|---|---|
| AdditionPlanType District | Business Advisory Council Plan | 5/16/2018 |  |  |  |

5. When uploading the document make sure you select **Business Advisory Council Plan** from the Document Type dropdown.



Document Upload Close

Document Type

Select Document Type  

- Please click on attach button to preview (page is now newly uploaded document(s))
- Under Document Type drop down list select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from the window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted: .doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xism, .xlsx, .png.

6. Once the user has completed answering the four questions and uploading the district's Business Advisory Council Plan, click the **COMPLETE** button.



Sections

Business Advisory Council 

**Complete** 

Export to PDF

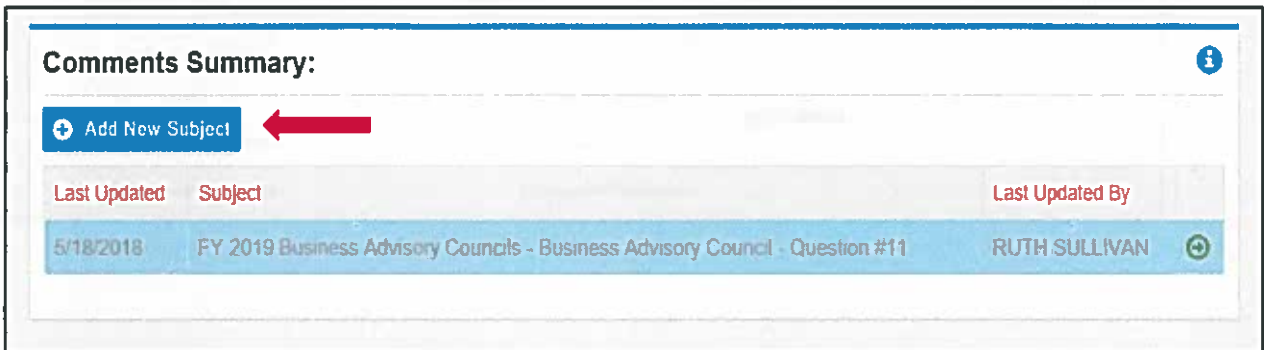
< \_\_\_\_\_ >



## Comments

The **COMMENTS** tab will facilitate communication between the district and the Department of Education regarding the submission of the Business Advisory Council Plan.

1. To create a new message, in the **Comments Summary** section, click the Add New Subject button.




**Comments Summary:**

[+ Add New Subject](#) ←

| Last Updated | Subject   | Last Updated By |
|--------------|---|-----------------|
| 5/18/2018    | FY 2019 Business Advisory Councils - Business Advisory Council - Question #11 | RUTH SULLIVAN   |

2. Please choose if the message is Private, Public, or ODE Only in the drop down; identify intended recipient in the "To" by email address, and be sure to include a Subject so the content of the message is clear. Once drafted, select the Add button to save the message.



**Add New Subject** Close

Choose Comment Visibility: Private ▼ ←

To:

Subject:

Comment:

## Supporting Documents

1. On the supporting document tab, the user can view all the documents submitted or to upload additional documents.

The screenshot displays a user interface for document management. On the left, a box titled "Uploaded Document Type" contains the text "Business Advisory Council Plan" with a small orange notification icon. On the right, a section titled "Documents On File" features two blue buttons: "Upload Document(s)" and "Import Document(s) from Other Programs". Below these buttons is a "SHOW 14 ENTRIES" link. A table lists the documents with columns for "NAME" and "TYPE".

| NAME   | TYPE                           |
|--|--------------------------------|
| <a href="#">BirthCertificateTestDoc.docx</a> | Business Advisory Council Plan |
| <a href="#">Acceptance Doc.docx</a>          | Business Advisory Council Plan |
| <a href="#">AddressProofTestDoc.docx</a>     | Business Advisory Council Plan |