



FY 2019 Performance Improvement Plan (PIP) Instructions for Postsecondary Perkins Institutions

1. Download your college/OTC report and PIP form from the Ohio Higher Ed website at <https://www.ohiohighered.org/perkins/performance>.
2. Check the appropriate box indicating the year of the PIP being addressed. If it's a first year PIP, check "Year 1". For consecutive years of the same target being missed, please check the most current year in the sequence, e.g. Year 2 or higher.
3. Indicate College/OTC name and IRN number on form.
4. In the column titled **Performance Indicator**, list the indicator identified on your FY 2018 Performance Report that does not meet at least 90% of the negotiated target. **Complete and submit a separate PIP form for each indicator not met.**
5. In the column entitled **Performance Improvement Plan**, briefly describe the step(s) you will take in FY 2019 to address the performance indicator.
 - **Data Analysis:** Analyze the campus/OTC data, aggregated and disaggregated, in consultation with stakeholders.
 - i. **For each missed a target, please acknowledge if your performance increased from the previous year, percentage-wise.** This is worth noting and shows progress.
 - **Strategy/Action:** Determine the strategy and actions you intend to implement to improve performance for the indicator.
 - **Oversight:** Include who (position) will be responsible for ensuring each action is implemented.
6. Print the completed version of each PIP for each missed performance target and have it **signed and dated by your President (or designee)/Superintendent***. Scan and email the signed original(s) back to:

Jeff Gove, Director, Perkins Reporting and Compliance
Ohio Department of Higher Education
jgove@highered.ohio.gov
614.752.1642

***The completed PIP(s) must be received electronically by ODHE by Friday, January 4, 2019, to avoid possible sanctions.**

For additional technical assistance, please contact Jeff Gove, Director, Perkins Reporting & Compliance, jgove@highered.ohio.gov, 614-752-1642 or Verda McCoy, Assistant Director, Postsecondary Career Pathways at vmccoy@highered.ohio.gov, 614.387.1020. Thank you.