

Accessing Systems and Applications

FY24 ECE Grant





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Early Childhood Education (ECE) Grantees need access to the Ohio Department of Education’s database systems for fiscal and data reporting. All Grantees must have an OH|ID account and a Department of Education Profile to access systems such as: the Comprehensive Continuous Improvement Plan (CCIP) and the Ohio Education Directory (OEDS). This guide provides a step-by-step direction for Grantees new to the ECE Grant in FY24.



Agreeing to the terms and conditions

You will be required to agree to the terms and conditions of the OH|ID system and confirm that you are human by solving a simple word puzzle.

OH|ID account set up is complete

You should receive a confirmation email that your OH|ID account has been created.

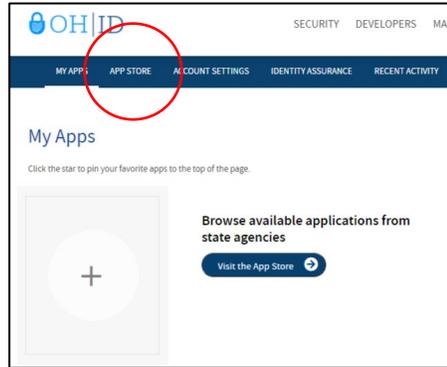
CREATING A DEPARTMENT OF EDUCATION PROFILE

Once the **OH|ID account** has been created, it must be linked to the Department of Education. This is completed by creating a Department of Education Profile.

To create a Department of Education Profile, go to <https://ohid.ohio.gov> and log into your OH|ID account.



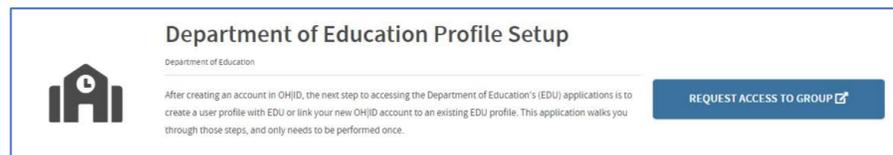
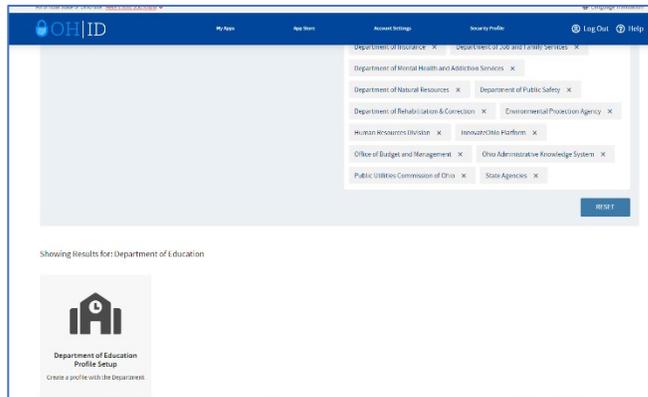
If your account is new and you have not yet set up any applications or if new to the Department of Education, go to the top of the dashboard and select App Store.



Go to the Search by Keyword and enter Department.



Scroll all the way to the bottom. Select Department of Education Profile application and Request Access.





Agree to accept the terms and conditions of using the Department of Education data systems.

Once you have submitted your access request, you should be able to see the application on your OH|ID account main page under **My Apps**.

Open the app and click **Create Profile** to begin the profile application.

Enter Personal Information

Provide some basic details about yourself, including name, previous last names, birthdate and last four digits of your social security number.

ECE Grantees should choose **Other reasons** such as **Scholarship Provider** as their role.



Additional Details

Complete the second page of the application, then upload a copy of your verification documents. Finally, confirm agreement to the terms and services of using the Department of Education's information systems.

Verification

After submitting your application, you will receive an email to verify your submission by following a provided **link** and entering the included **Confirmation Key**.

Once your application is submitted it will be sent for verification. As verification may take several days to complete, be sure to complete the application as soon as possible.

Thank you for creating your profile. Please verify your information to ensure secure access to your profile. Please click the link below and enter the last four digits of your Social Security number, along with the email confirmation key provided below to authenticate your profile.

Link: [\[REDACTED\]](#)

Email confirmation key: [\[REDACTED\]](#)

Email tips:

If you have questions regarding your profile setup, please contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov

Thanks for signing up!

Once your application is reviewed and approved, your Department of Education Profile Setup application will indicate your status is **“Approved.”** You now can login. This will connect your Department Profile with your OH|ID account, enabling you to be granted Roles in OEDS.



Step 2: Obtain an Ohio Administrative Knowledge System (OAKS) Supplier/Vendor ID

Grantees that do business with the State of Ohio are required to have an OAKS Supplier/Vendor ID and provide banking information to receive payment. If your organization currently receives payments from the Department or another state agency, it is likely you already have an OAKS Supplier/Vendor ID.

If you have an OAKS Supplier/Vendor ID, proceed to Step 3.

If you do not have an OAKS Supplier/Vendor ID you will need to [create a new account](#) at Ohio Pays.

Allow 5 business days for the documents to be processed. You will be notified via email of your OAKS ID#. If you need additional information, please submit an inquiry via the "[Contact Us](#)" page or call 877-644-6771.

Step 3: Obtain an Information Retrieval Number (IRN) and Obtain access to Ohio Education Directory System (OEDS)

Each Grantee is required to have an IRN with the Department of Education. The IRN is a unique 6-digit numeric identifier for organizations that do business with the Department of Education. ODE licensed programs and some ODJFS licensed programs associated with Child Nutrition will already have an IRN established.

The Ohio Educational Directory System (OEDS) is a decentralized directory data system in which organizations (Grantees) maintain their own data. Someone in your organization will need the role of OEDS Administrator to manage who in your organization is authorized to complete budgets, request payments, and provide final approvals in the CCIP as well as student and teacher data reporting in EAS or EMIS.

The OEDS Administrator assigned to your organization has the authority to assign roles. Roles are necessary to access funds, enter student and teacher data and set up the Early Learning Assessment accounts in Ready for Kindergarten Online system (KReady)

Please note the following:

- ECE Grantees with multiple locations serving ECE Grant funded children should use one IRN and should not apply for an IRN for each location. Additional instructions for multi-site locations will follow once the hierarchy IRN is established.
- School districts should use the hierarchy organization IRN, and not the individual building IRN.
- Grantees can search [OEDS \(Ohio Education Directory System\)](#) for the organization's IRN if unsure or do not know the IRN.
- Grantees can have more than one OEDS Administrator in OEDS. Larger organizations may find this helpful to have two individuals with the ability to assign roles.

Depending on your organization, please see the steps necessary for obtaining or updating an IRN.

1. If your organization has an IRN, and the information listed in the OEDS is current, please send an email to Earlychildhoodeducation@education.ohio.gov stating the IRN number and provide the OEDS Administrator information. Our team will assign the OEDS Administrator.
2. If your organization has an IRN, and the information listed is NOT current and needs updated, please send an email to Earlychildhoodeducation@education.ohio.gov stating the IRN number and provide the



current information and OEDS Administrator information. Our team will update your organization's information and assign the OEDS Administrator.

3. If your organization does not have an IRN you will need to request one and select an OEDS Administrator. The OEDS Administrator must have an OH|ID linked to Department of Education. Grantees that need to establish an IRN and OEDS Administrator should send an email to Earlychildhoodeducation@education.ohio.gov and include the following information:

IRN Information

Organization name

Physical Address, City, State and Zip

Mailing Address (Only if different than physical address)

County

Phone Number

Email address for organization

OEDS Administrator Information

Program Name

OEDS Administrator Name

Date of Birth

Last 4 Digits of SSN

OEDS Administrator Email Address

Step 4: Link the IRN to Oaks Account

To receive ECE grant payments, your state of Ohio OAKS Supplier/Vendor ID and the Department of Education IRN must be associated with one another. Before you can complete this step be sure you have both.

To link the accounts, please [send an e-mail](#) to the Department's fiscal office (Fiscal.Management@education.ohio.gov) stating that you need to link your OAKS Vendor ID to your Department of Education IRN. You will need to include the following in the message:

Organization Name:

IRN:

Supplier/Vendor ID:

Address for fiscal matters (used to set up OAKS):



Step 5: Assigning Roles in OEDS

Once steps 1-5 are complete, the OEDS Administrator assigned to your organization has the authority to assign roles. Roles are necessary to access funding applications, request grant money (project cash requests-PCR) and submit a final expenditure report (FER) in the CCIP e-grant system. Your organization must assign someone to the roles of Superintendent or CCIP Authorized Representative and Treasurer or CCIP Fiscal Representative. Typically, these roles are assigned to different individuals. We recognize that the structure of some organizations receiving a grant makes the separation of these duties a challenge.

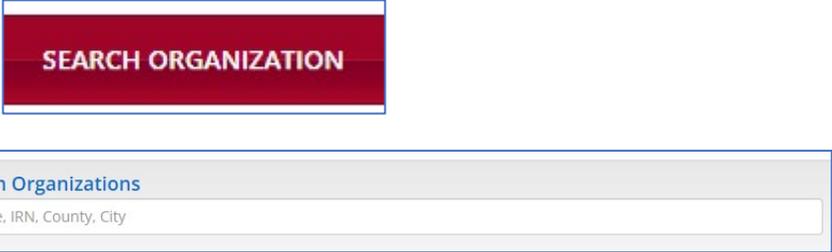
CCIP roles in OEDS include:

- **CCIP Authorized Representative:** lead person with ultimate responsibility in an organization. This person gives final approval to the Funding Application, Budget Revision Requests, and the Final Expenditure Report. The Superintendent is the equivalent to this role in a school district.
- **CCIP Fiscal Representative-** is the person in an organization who has ultimate responsibility for fiscal matters. This person gives approval to the Funding Application, Budget Revision Requests, Project Cash Requests, and the Final Expenditure Report. The Treasurer is the equivalent to this role in a school district.
- **Data View Funding CCIP:** person can only look at the grant application data.
- **Data Entry Funding CCIP:** person can enter the application data.

Additional OEDS roles are required for meeting grant requirements. These include:

- **Data Entry- Early Childhood Education role** Staff that manage teacher and student data in Enterprise Application System (EAS)
- **Coordinator- EMIS role:** Person responsible for teacher and student data in Education Management Information System (EMIS) (School districts only)
- **Assessment Data Manager- Preschool and Kindergarten role:** Staff that manage the accounts for the Early Learning Assessment in the Ready for Kindergarten Online system (KReady)

OEDS ADMINISTRATOR INSTRUCTIONS ON HOW TO ASSIGN A ROLE IN OEDS

| | |
|--|--|
| <p>Log in to OH ID. https://ohid.ohio.gov</p> <p>Choose the OEDS Application and Open App.</p> |  |
| <p>Enter your IRN or Organization name in the Search for your Organization tab.</p> |  |



You should see a screen similar to this.

To add or remove a role, click on Show All Roles and Persons in the Roles box.

The OEDS Administrator is the only person that can add or remove roles. If you do not have an assigned OEDS Administrator, please email earlychildhoodeducation@education.ohio.gov.

The Personnel details page should look similar to this.

Here you can see the **“Roles Available to This Organization”** box which is where the current list of roles that can be assigned are displayed, as well as the **“Persons in This Organization”** box which is where you can find a list of all roles assigned to a specific person in your organization.

| ROLES IN ORGANIZATION | DESCRIPTION | NO. OF PERSONS IN ROLE | ADD PERSON(S) | REMOVE PERSON(S) |
|---|--------------------------------|------------------------|---------------|------------------|
| SUPERINTENDENT DESIGNEE | Superintendent Designee | 3 Persons | + | - |
| SUPERINTENDENT | Superintendent | 1 Person | + | - |
| SUPERVISOR-EARLY CHILDHOOD EDUCATION | Sup-Early Childhood Education | 1 Person | + | - |
| SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED | Sup-Preschool Handicapped | 1 Person | + | - |
| SUPERVISOR-TRANSPORTATION SERVICES | Sup-Transportation Services | 1 Person | + | - |
| ASSISTANT SUPERINTENDENT | Assistant Superintendent | 0 person | + | - |
| ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES | Assist Sup-Admin Services | 0 person | + | - |
| ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES | Assist Sup-Bus/Finance Svcs | 0 person | + | - |
| ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES | Assist Sup-Curriculum/Inst Svc | 0 person | + | - |
| ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS | Assist Sup-Educational Program | 0 person | + | - |

| NAME | ROLE ASSIGNED | DATE OF BIRTH | LAST 4 SSN | SAFE ACCOUNT | PERSON TITLE | ROLE STATUS | ROLE START DATE | ROLE END DATE | ADD | EDIT | REMOVE |
|------------|-------------------------|---------------|------------|--------------|---------------------------------------|-------------|-----------------|---------------|-----|------|--------|
| ADAM SMITH | COORDINATOR-SAFETY PLAN | 10/05/1976 | | Yes | Director of Facilities and Properties | ACTIVE | 07/02/2016 | 12/31/2500 | + | ✎ | - |
| ADAM SMITH | OCLGPS | 03/06/1980 | | Yes | | ACTIVE | 07/15/2019 | 12/31/2500 | + | ✎ | - |



To add or remove a user from a Role, it often is easiest to search for the role name in the “Roles Available to This Organization” box. Using the search bar in this box will simplify the search by filtering the list of roles shown.

| Roles Available to this Organization | | | | |
|--------------------------------------|--------------------------|------------------------|---------------|------------------|
| SHOW 10 ENTRIES | | | SEARCH: CCIP | |
| ROLES IN ORGANIZATION | DESCRIPTION | NO. OF PERSONS IN ROLE | ADD PERSON(S) | REMOVE PERSON(S) |
| CCIP AUTHORIZED REPRESENTATIVE | CCIP Authorized Rep. | 1 Person | | |
| CCIP FISCAL REPRESENTATIVE | CCIP Fiscal Rep. | 0 person | | |
| DATA ENTRY FUNDING-CCIP | Data Entry Funding-CCIP | 0 person | | |
| DATA ENTRY PLANNING-CCIP | Data Entry Planning-CCIP | 0 person | | |
| DATA VIEW FUNDING-CCIP | Data View Funding-CCIP | 0 person | | |
| DATA VIEW PLANNING-CCIP | Data View Planning-CCIP | 0 person | | |

With the list of available roles filtered you can now use the **Green +** button to add a user to that role or the red trash can button to remove a user from that role.

| Roles Available to this Organization | | | | |
|--------------------------------------|--------------------------|------------------------|---------------|------------------|
| SHOW 10 ENTRIES | | | SEARCH: CCIP | |
| ROLES IN ORGANIZATION | DESCRIPTION | NO. OF PERSONS IN ROLE | ADD PERSON(S) | REMOVE PERSON(S) |
| CCIP AUTHORIZED REPRESENTATIVE | CCIP Authorized Rep. | 0 person | | |
| CCIP FISCAL REPRESENTATIVE | CCIP Fiscal Rep. | 0 person | | |
| DATA ENTRY FUNDING-CCIP | Data Entry Funding-CCIP | 0 person | | |
| DATA ENTRY PLANNING-CCIP | Data Entry Planning-CCIP | 0 person | | |
| DATA VIEW FUNDING-CCIP | Data View Funding-CCIP | 0 person | | |

Note: Some roles only allow one person to be assigned at a time. In this case, if changing a role to a different person, you will need to remove the currently assigned person before adding a new one.

Click the **Green +** to the role you wish to assign.

Start Assigning to Role Step 1

Selected Role
Assistant Superintendent

Please Select One:
 Assign a New Person to this Role
 Assign this Role to Person(s) in Organization

Search for a Person Step 2

Educator State ID
Search by Educator State ID

OR

First Name Middle Name Last Name

Date of Birth Last 4 Digits of SSN

Click “Assign a New Person to This Role”.

Add the person’s First and Last name and date of birth.



The search results will display the name and date of birth for any possible matches to your search. Select the person to assign a role.

You may need the last four digits of the Social Security number if more than one names are listed.

Note: If you are unable to find a user, they may not have completed the set up their OH|ID account or their Department of Education Profile. **Both steps must be completed before a user can be assigned a role in OEDS.**

| PERSON FULL NAME | EDUCATOR STATE ID | DATE OF BIRTH | LAST 4 DIGITS OF SSN | SAFE ACCOUNT | SELECT ONE |
|------------------|-------------------|---------------|----------------------|--------------|------------|
| Mark Richards | | 01/06/1986 | | Yes | Select |

Once you have selected a user for assignment, a confirmation screen will appear.

If the information is correct, click the green **Save** button to add the user.

Submit to Add Selected Person to Organization Role

PERSON DETAILS

NAME: Mark Richards

DATE OF BIRTH: 01/06/1986

LAST 4 DIGITS OF SSN: [Empty]

Submit with One Role

ROLE: Assistant Superintendent

Role Status: Active (dropdown)

Person Title: Eg: User Interface Dev (text input)

Email Address: mark.richards@education.ohio.gov

Is this Email Address Private and not available to Public

Is this Primary Email Address

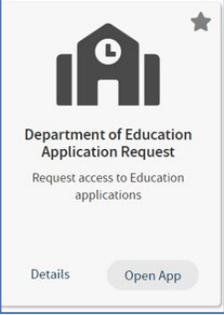
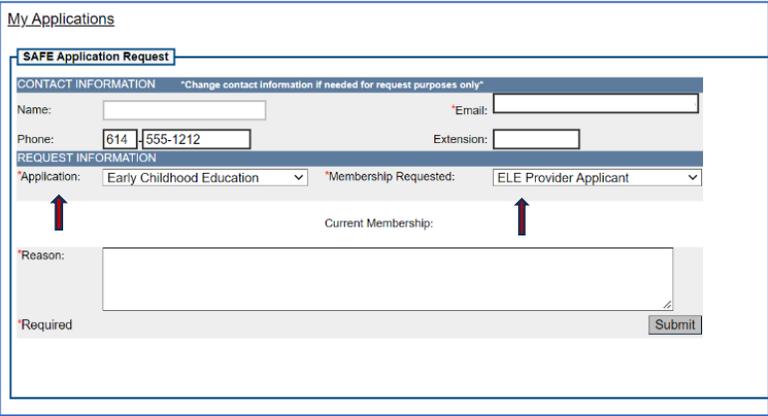
CANCEL SAVE



Requesting the ELE Tile For Data Entry- Early Childhood Education (Access to EAS)

The Enterprise Application System (EAS) manages the Early Childhood Education Grant data. The EAS is a grants application and verification system that includes the Provider Application and Student Applications. The Provider Application contains program administrator information and roles, as well as staff data. Student Applications contain information regarding the student profile and attendance. Access to EAS requires an OH|ID account, application, the role Data Entry- Early Childhood Education in OEDS, and a completed request for the Early Learning Education Provider tile. The EAS system is open July 1 and closes June 30 of each grant period.

Once a staff's OH|ID is established and Data Entry- Early Childhood Education role added to OEDS, the staff will need to request the ELE Provider Application tile. The ELE tile request will allow the staff to have the EAS application on their OH|ID account. When requesting access, please provide the program name and 6-digit ECE Grantee IRN, staff name, and a role in the Organization. Entering any data into EAS will only be possible once approval has been received from an ECE team member.

| | |
|--|--|
| 1. Log in to OH ID . | https://ohid.ohio.gov/ |
| 2. Open the Department of Education Application Request application in this tile. |  |
| <p>3. Choose the Application: Early Childhood Education, and the Membership Requested: ELE Provider Applicant, and type your ECE Grantee Name, IRN, Staff Name, Staff Role in the reason box for requesting the application and click Submit.</p> <p>Requests will be reviewed and approved by the Early Childhood Education Office. It is also helpful to email the ECE Team when requesting so that it gets approved in timely manner.</p> |  |