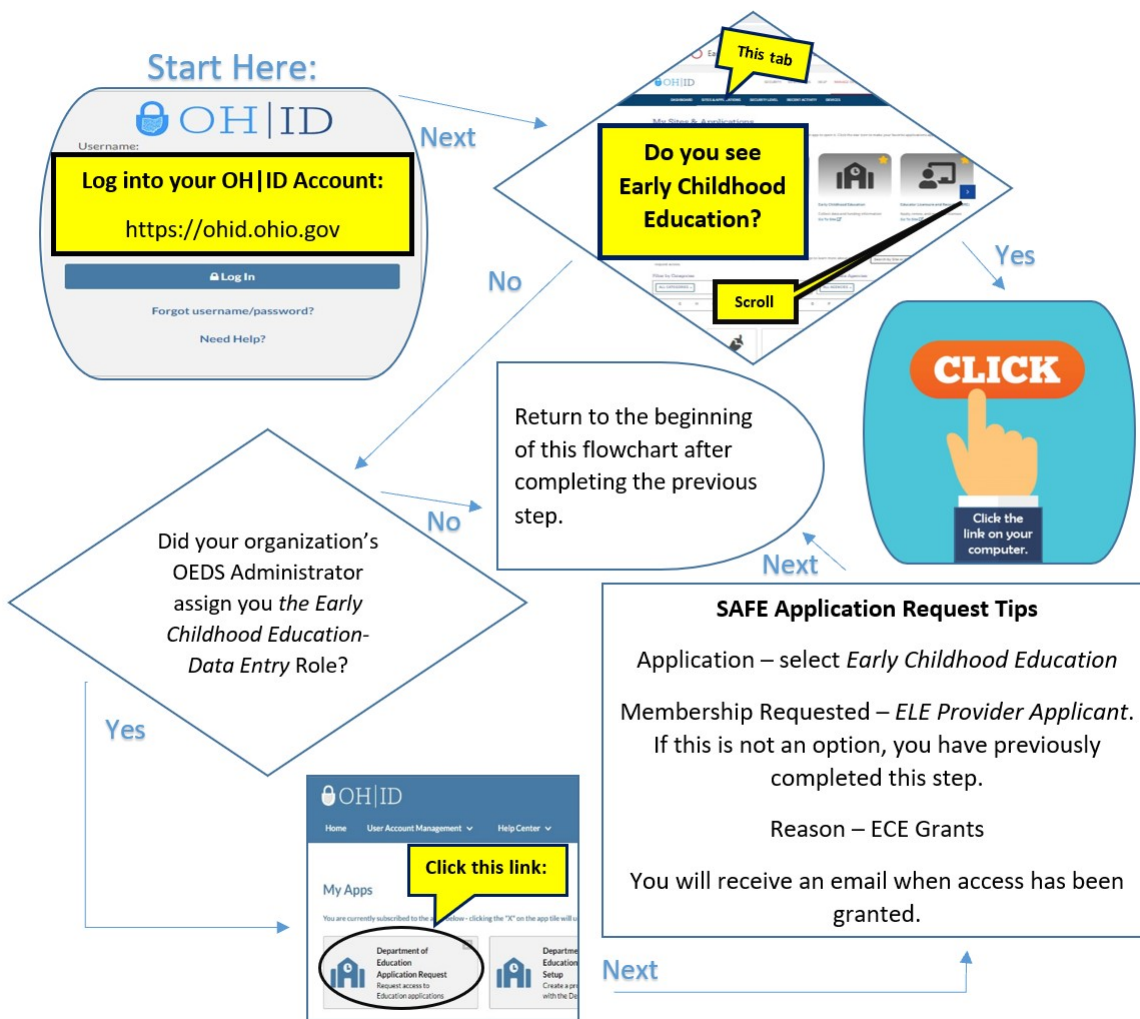


## HOW TO COMPLETE AN ENTERPRISE APPLICATION SYSTEM PROVIDER APPLICATION

Early Childhood Education (ECE) Grants provide funding to support high-quality early learning preschool services that prepare children for success in kindergarten. The grant funding allows programs to maximize children’s early educational experiences before kindergarten and provide high-quality early learning services to eligible children.

Chartered non-public schools and programs licensed by the Ohio Department of Job and Family Services will use the Enterprise Application System (EAS). Public school districts, educational service centers, joint vocational schools, departments of developmental disabilities and community schools will use the Education Management Information System (EMIS) to report child, teacher and program data. The reporting data system is determined by the program type of the grantee, not the program providing the Early Childhood Education Grants service. For example: If a public school district is the grantee and subcontracts with a community-based child care center to provide services, the data would be reported using EMIS.

The following diagram will help you with initial steps to access to the EAS system:



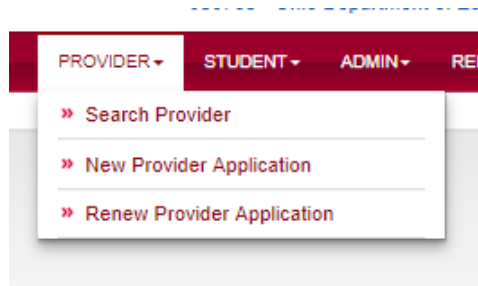


# Early Childhood Education

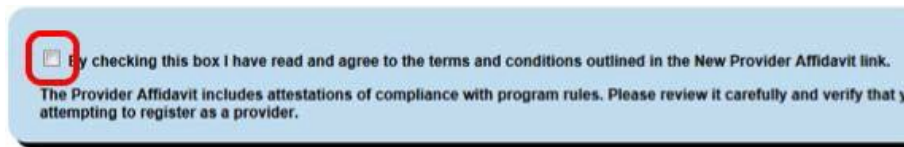
Applications are required for providers and students. This guide to complete the Provider Application in the EAS system goes through each step of the process. Please view the [corresponding tutorial video](#) for additional support. Contact [earlychildhoodeducation@education.ohio.gov](mailto:earlychildhoodeducation@education.ohio.gov) with any questions. Provider applications are due September 30, or within 30 days after notification of initial award.

The first task that must be completed in a fiscal year is for the Ohio Educational Directory System (OEDS) administrator to begin the Provider Application. **The OEDS administrator is the only role that has access to begin the Provider Application.**

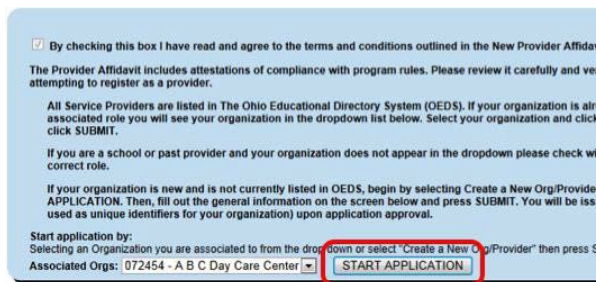
1. Click on the Provider drop-down menu and select **New Provider Application** or **Renew Provider Application**, as appropriate.



2. You will need to select the **Provider Affidavit** link and read the affidavit in its entirety. If you agree to abide by all terms and conditions outlined in the Provider Affidavit, select the check box to proceed.



3. Select the applicable organization with which you are associated from the drop-down and click the **Start Application** button.



4. Choose the appropriate application period from the drop-down and click **Submit**.

<b>NAME:</b> A B C Day Care Center	<b>TAX ID:</b> 190190190
<b>IRN:</b> 072454	<b>DESIGNATED COUNTY:</b> Geauga
<b>PHONE:</b> (440) 543 - 5537	<b>FAX:</b> N/A
<b>EMAIL:</b> N/A	<b>WEB URL:</b>
<b>APPLICATION PERIOD:</b> Early Child-Exp FY 2014	



## GENERAL TAB

After an application has been created, general provider information will be displayed in the General tab. There is nothing that needs to be completed in this tab because any corrections to this information must be made in [OEDS](#). Click on the Personnel tab to proceed.

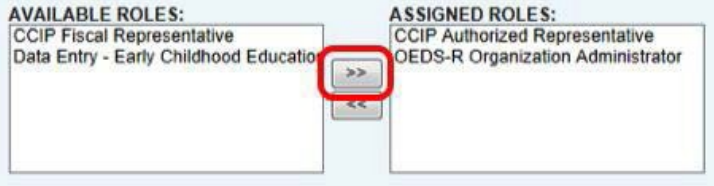
## PERSONNEL TAB

The Personnel tab contains all the contacts who will access the system and enter provider, teacher and/or student information. Please note: Lead teachers, assistant teachers and teacher aides who work with Early Childhood Education Grants-funded children should be added in the Staff tab and not the Personnel tab. This window can be used to designate assigned roles. Please ensure those being entered in this window already have OH|ID accounts. If there is only one person entering all data (provider and student) for the Early Childhood Education Grants, that person will need to be assigned the roles of OEDS Administrator and CCIP Authorized Representative. This combination will allow that person to perform all the needed tasks in this system.

1. Click the **Add** button to begin adding personnel associated with the organization.
2. The search to add new personnel function allows users to search and add personnel that may already be located in OEDS. Personnel can be searched for by last name and date of birth.
  - Enter the last name and date of birth provided.
  - Click the **Search** button.
3. If you determine that the individual showing is the staff member to be added, select his or her respective role and click the **Add** button next to the appropriate name. If the staff member to be added is not located, the message *No Results Returned* will display. You must link the staff member to a OH|ID account, so it may be necessary to double check identifying information or direct the staff member to obtain a OH|ID account.
4. Once personnel have been added, you may edit existing role assignments which were established in OEDS, or add roles as needed.
  - OEDS Administrator – Ability to enter provider details (personnel, staff, document uploads, flag/status and add comments/view history). This person must be the one to start the provider application but cannot submit the provider application. (Ideally, there should only be one OEDS Administrator.)
  - CCIP Authorized Representative/Superintendent – Ability to enter student details (student, demographics, assessment, document upload, flag/status and add comments/view history). This person can submit the provider application after the OEDS Administrator starts it. (This role can only be assigned to one person.)
  - CCIP Fiscal Representative/Treasurer – This role is not being used by EAS but must be assigned for access to CCIP to initiate the Funding Application and Project Cash Requests. (This role can only be assigned to one person.)
  - Data Entry - Early Childhood Education – This role only allows selected data entry privileges. This person can submit the provider application. (This role can be assigned to multiple people.)
5. To add/remove a role, do the following:
  - Select the name(s) of personnel.
  - Select the role to be designated.
  - Click the **Arrow** button to add/remove the highlighted role to the Assigned Roles.



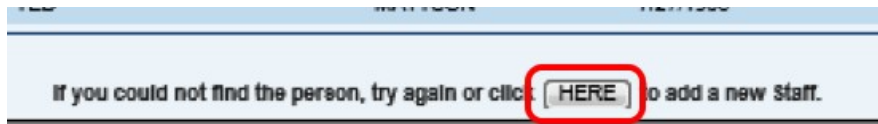
# Early Childhood Education



## STAFF TAB

OH|ID accounts are not required for the Staff tab, which contains all the lead teachers' information. Lead teachers, assistant teachers and teacher aides who work with Early Childhood Education Grants-funded children should be added in the Staff tab.

1. Click the **Add Staff** button to begin adding staff associated with the organization.
2. The Search New Staff function should now be displayed. This section allows you to search the Ohio Department of Education's CORE database and add staff members that hold department of education-issued credentials.
3. Search for staff by either last name or date of birth. You also may search by state staff ID as listed on the educator credential issued by the Ohio Department of Education.
4. Enter either the state staff ID (teaching license number) OR last name and date of birth.
5. Click the **Search** button.
6. If you determine that the individual showing is the staff member to be added, click the **Add** button next to staff member's name and proceed to Step 8.
7. If the staff member to be added is not located, the message *No Results Returned* will display. Select the **Here** button to add the new staff member.



8. The Create New Staff box should now be displayed. To add a staff member:
  - Enter the first, middle and last name.
  - Enter the date of birth.
  - Enter the last four digits of the Social Security number.
  - Enter the phone number and email address (if available).
  - Select **Add New Staff** button.
10. For each staff member listed in the Staff tab, the Approval and Staff Profile sections can be passed over.
11. Click the **Add Degree** button in the Degree section. Select from the following — High school diploma, GED, Associate's Degree, Bachelor's Degree, Master's Degree or Doctorate. *Note: You must select a degree for each staff member in order for the application to be approved, even if it is a High School Diploma or GED.* Select the field of study and enter the name of the institution in the field for College/University. Check the completed box or enter the anticipated degree completion date. Then click the **Add** button.
12. Select the **Pencil** icon to the right of Employment Details to pull up the Edit Employment details. Only lead teachers are needed (do not complete this section for teacher's aides or other staff). The BCI





portion does not need to be completed. When finished entering information, click **Save Employment Details** to populate *preschool teacher* in the Position Title.

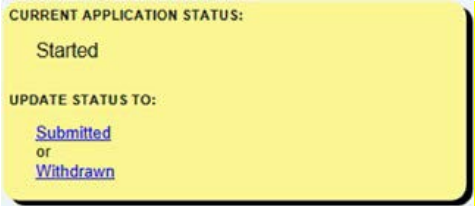
- 13. If the staff member holds a certificate that was not issued by the Ohio Department of Education and therefore isn't automatically populated, you may add this certificate by selecting the **Add Certificate** button and doing the following:
  - a. Enter the name of the certificate.
  - b. Enter the issuer of the certificate.
  - c. Enter the certificate number.
  - d. Enter the expiration date.
  - e. Click the **Add** button.

**DOCS TAB**

There are no required documents to upload this year.

**STATUS/FLAGS TAB**

The fifth tab of the Provider Application contains status information and flags that warn of needed corrections. Once the Provider section is complete, the person with CCIP Authorized Representative or Early Childhood Education – Data Entry roles will select **Submitted** in the yellow box. This will notify department staff that the Provider Application is complete and ready for review.



An email will notify you of an approved application. The message will be sent to the addresses connected to the provider's IRN.