Ohio | Department of Education

Autism Scholarship Program
Jon Peterson Special Needs Scholarship Program

User Manual for Public School District Reviewers

ODE.SEEO.NEO.JPSN.StudentManualPublicSD.12.26.2012

Ohio | Department of Education

Autism and JPSN Scholarship Roles

Role in OEDS	Who Is Assigned This Role?	Access to online system?	Function	Can More Than One Person Have This Role?
Nominator	Provider personnel chosen to work on scholarship applicant data and enter ongoing program data for scholarship recipients	Yes	Can enter and edit student data (i.e. enter student applications, edit data, invoice, submit progress reports, write comments and upload documents) Receives communication via e-mail from ODE scholarship program staff.	Yes
Data Entry Finance	Provider personnel chosen to work on finance scholarship applicant data and enter ongoing finance data for scholarship recipients.	Yes	Can enter and edit only data contained in the finance module of the student's application (i.e. invoicing, payment status, allocation and finance documents).	Yes
Data Entry Progress Report	Provider personnel chosen to work on IEP progress reports and enter ongoing program data related to this topic for scholarship recipients	Yes	Can enter and edit only data pertaining to a student's IEP goals/objectives and the quarterly progress reports. Does not allow submission of quarterly progress reports.	Yes
District Reviewer	Public school district personnel chosen to review scholarship applicant data.	Yes	Can review and edit student data* (i.e. review student applications to determine scholarship eligibility, edit data, flag application in cases of data discrepancies, upload IEP's and other related documents, write comments and enter SSIDs). Receives communication via e-mail from ODE scholarship program staff. *Access is limited to the application being in *Submitted* or *Resubmitted* status. District reviewer must change the application status to *Under Review* to edit/review applications.	Yes
OEDS Administrator	Person who has been authorized to make any changes or updates to an organization's OEDS profile.	Yes	Assigns the appropriate JPSN or Autism role(s) for users so they may access the online scholarship application system.	No
Principal	Head of the nonpublic school	Yes	Assigns the appropriate JPSN or Autism role(s) for users so they may access the online scholarship application system. Can enter and edit a provider application for participation in the JPSN or Autism Scholarship Program.	No
Primary Contact	Provider personnel chosen to serve as the liaison for the scholarship program.	No	Receives communication via e-mail from ODE scholarship program staff.	Yes

Steps in the Application Process

1. The parent of an eligible student applies to a participating program provider.

   The student must be admitted in accordance with the provider's admission policies prior to applying for the scholarship. Click here for a list of participating providers.

2. Provider submits the scholarship application through ODE's web-based application system.

   Required information for this section includes the student's birth certificate data, primary guardian data and the scanned application form.

3. The public school district reviews the student application for accuracy and data verification

   The public school district reviews the information for each student application submitted by the provider and enters the statewide student identifier (SSID) and information related to the student's Individualized Education Program (IEP).

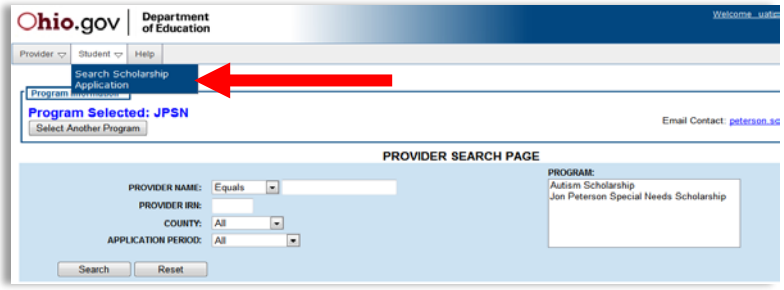
   If data is correct: The public school district then places the application into *Review Completed* Status.

   If data is incorrect: The public school district indicates which data does not match by "flagging" the appropriate data field and entering the information in the *Comments* field of the application. If there are corrections to be made, the application is placed into *Correction Needed* Status. The provider then corrects erroneous or missing data and re-submits the application for another review by the public school district. This process continues until all data issues on the application are corrected.

4. Applications reviewed with no errors go into eligible pool.
5. If the number of eligible applicants exceeds the number of authorized scholarships, ODE will hold a lottery.
6. Selected eligible applicants are awarded scholarships.
7. Award and denial letters are sent to parents.

Reviewing Applications

To begin reviewing applications, users will first need to access the application search page. To access the search page, click on the *Search Scholarship Application* button in the *Student* dropdown (Illustrated below with the arrow).

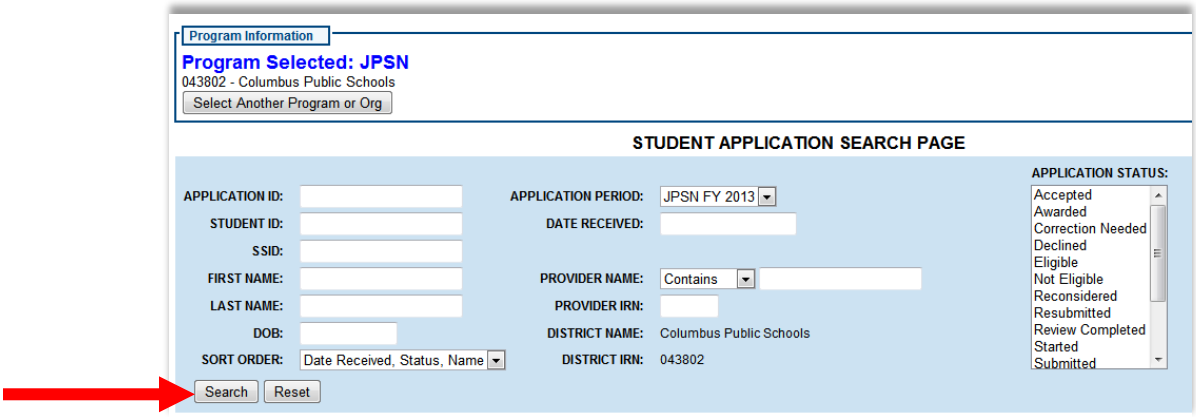


The *Student Application Search Page* allows users to view student applications associated with their district and search applications based on their status.

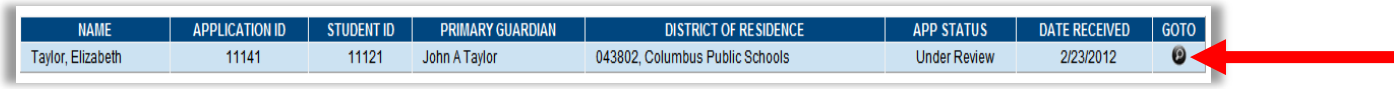
1. To view all student applications for the selected program year, click the *Search* button without entering any search criteria. [Note: If an application was submitted for the second application period, select *Half Year* from the *Application Period* dropdown].

2. To view applications based on specific criteria that are associated with the district, select one of the applicable statuses from the *Application Status* list.

   For example, to view applications that have been placed into Submitted statuses by a provider select Submitted and select the Search button (Illustrated below with the arrow). All applications in Submitted status should now be listed.

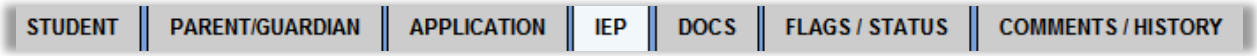


3. To look at a specific application, click the magnifying glass icon under *go to* next to the student's name. (Illustrated below with the arrow).



NAME	APPLICATION ID	STUDENT ID	PRIMARY GUARDIAN	DISTRICT OF RESIDENCE	APP STATUS	DATE RECEIVED	GOTO
Taylor, Elizabeth	11141	11121	John A Taylor	043802, Columbus Public Schools	Under Review	2/23/2012	

4. After a student application has been selected for review, the following tabs will display:



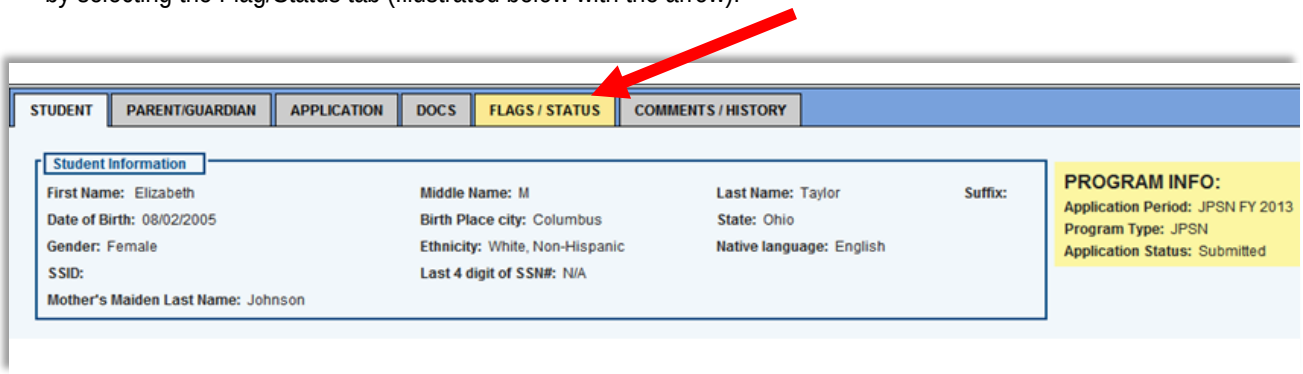
Student	Contains student information (DOB/grade/SSID/etc.)
Parent/Guardian:	Contains primary and secondary parent guardian information (address/phone/email/etc.)
Application:	Contains information related to the student's provider and district of residence.
IEP:	Contains information related to the student's Individualized Education Program (IEP dates/summary/services/etc.)

Docs: Contains an interface to upload and store required documents (scanned application form/ IEP/ birth certificate/ etc.)

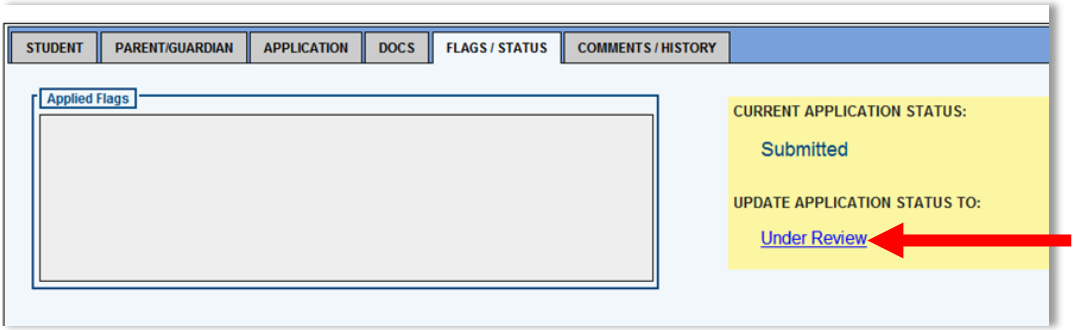
Flags/Status: Contains Status information and "Flags" that warn of needed corrections. Once corrected, the provider may Update (resubmit) the application.

Comments/History: Contains a history of comments from the provider, district reviewer and ODE Staff.

5. To review an application, the user will need to change the application status from *Submitted* to *Under Review*, by selecting the Flag/Status tab (Illustrated below with the arrow).



6. Select *Under Review* to begin reviewing the student's application. (Illustrated below with the arrow).

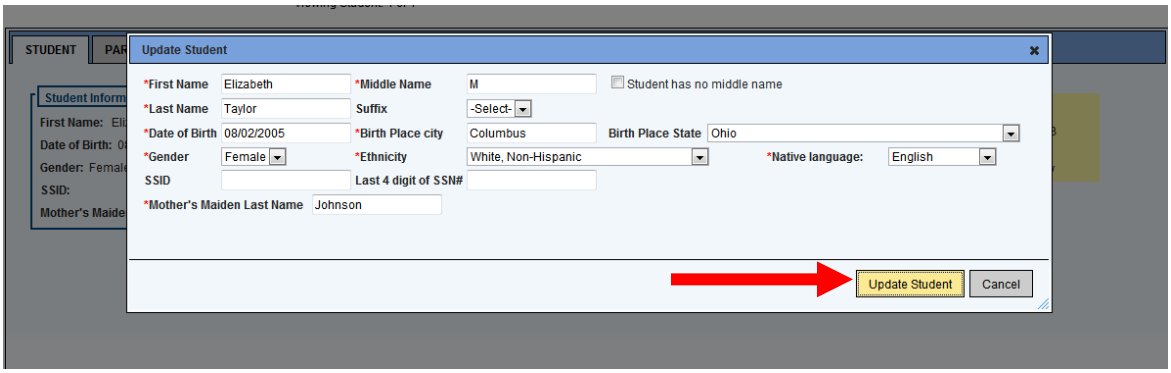


Student

The first tab of the student application review is the *Student* information section. It is very important that the student information on this page is **exactly as it appears on the student's birth certificate** (or other legal documentation if a student's name has been legally changed). This information must match the public school district's records exactly in order to assign and verify a state student identifier (SSID). All students receiving a scholarship must have a valid SSID.

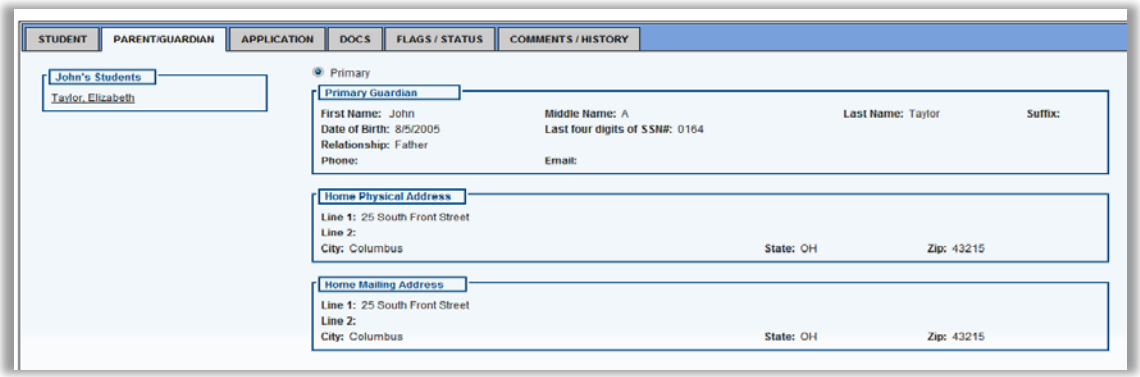
To add the SSID or edit student information, select the pencil icon (Illustrated below with the arrow).

1. Enter the student's SSID in the box provided.
2. Update any additional student information if corrections are needed.
3. Select the *Update Student* button to save the changes (Illustrated below with the arrow).



Parent/Guardian

The second tab of the provider application contains parent/guardian information. The public school district will need to review this information for accuracy. If the parent's name and address do not match what the public school district has on file for the student, make note of that under the *Comments/History* tab and add the necessary flag under the *Flag/Status* tab.

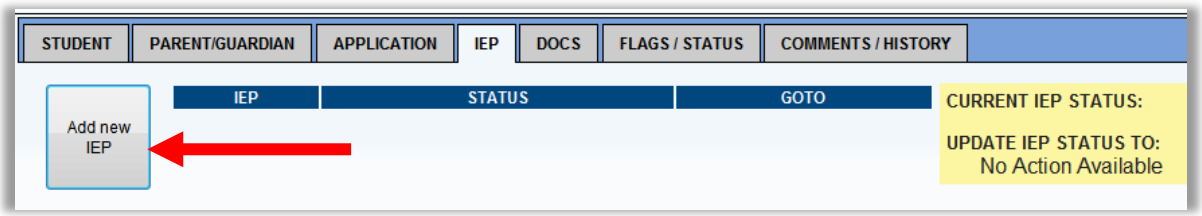


IEP

The fourth tab of the student application is IEP. Here the public school district must add information related to Individualized Education Program (IEP). [Note: If the primary provider has already added the new IEP, the district reviewer will only need to review the accuracy of the information. The public school district may edit the existing IEP information by selecting the pencil icon next to *Add New IEP*. If the information entered is correct, the district reviewer will need to update the status to *Service Finalized*.]

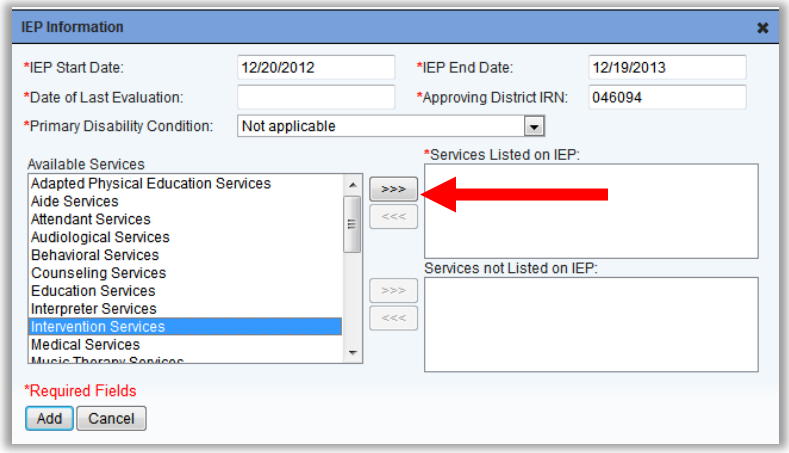
IF IEP INFORMATION HAS NOT BEEN ENTERED, DO THE FOLLOWING:

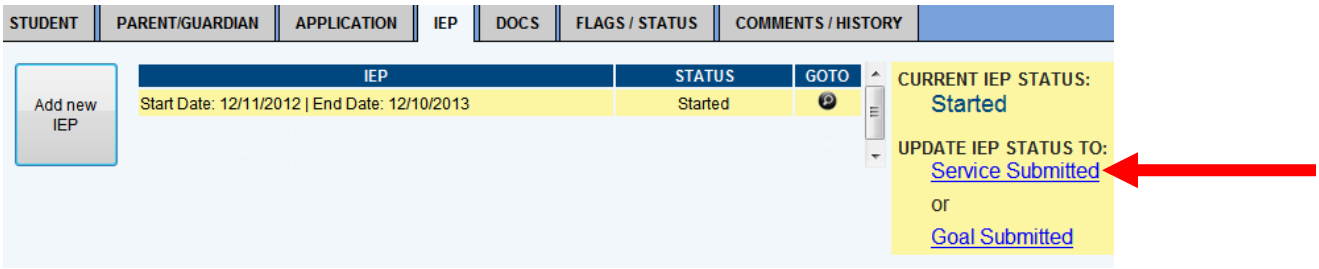
1. Select the *Add New IEP* button (Illustrated above with arrow).



2. The *IEP Information* box should now be displayed.

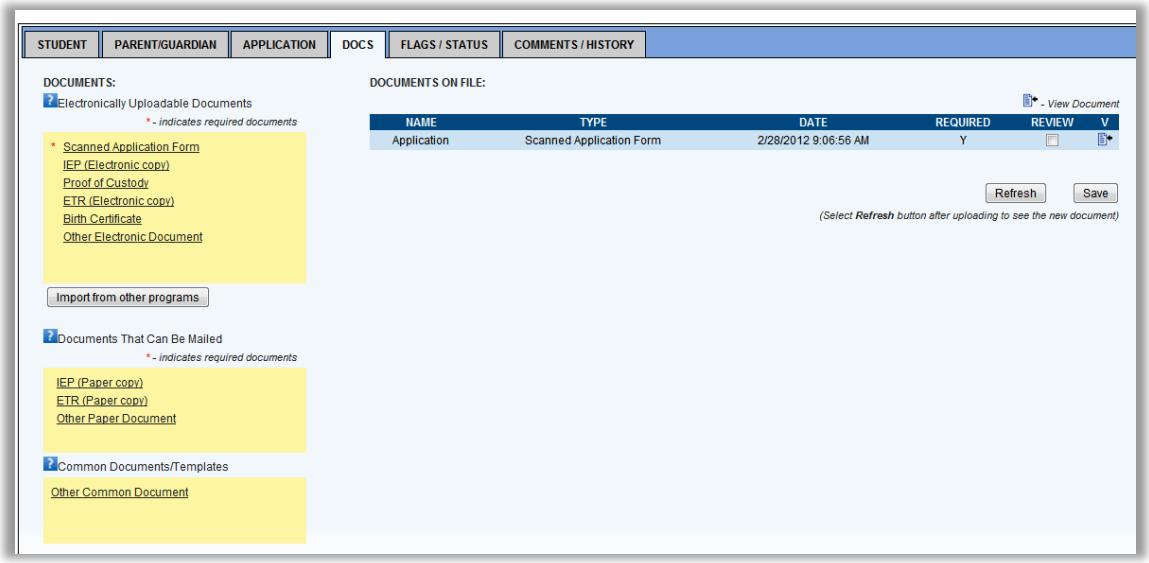
- Enter IEP start and end date
- Enter the date of last evaluation
- Select the primary disability condition from the dropdown/
- Scroll through the list of available services.
- Click the service(s) listed on the IEP.
- Select the arrow button to add or remove services provided (Illustrated with the arrow).
- Select the *Add* button to save the IEP.
- Next, select the *Service Submitted* link to update the status (Illustrated below with the arrow).





Documents

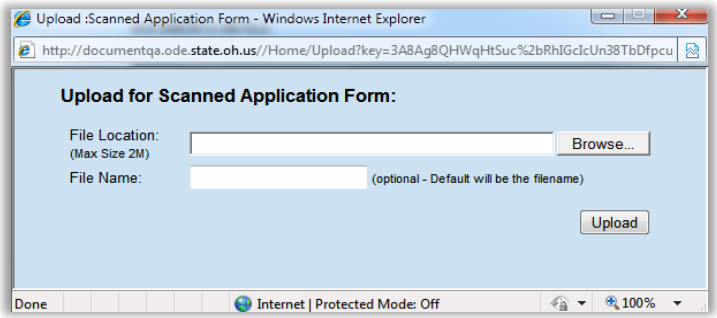
The fourth tab of the student application is *Documents*. Here the user can electronically upload required documents. The IEP must be uploaded before submitting. If the IEP has already been uploaded by the provider, use the review button to verify the most current IEP was submitted.



TO UPLOAD A DOCUMENT:

Maximum upload size is 2MB. Documents exceeding this size will need to be emailed.

- Select the document name to be uploaded under *Electronically Uploadable Documents*
- A pop-up window will display
- Select *Browse*
- Browse to and select the document file you would like to attach
- Use the preexisting name of the file or enter a new name for the file.
- Select *Upload*
- Continue uploading any additional required documents in the manner described above.



Users may also import documents from another scholarship program by selecting the button *Import from other programs.*

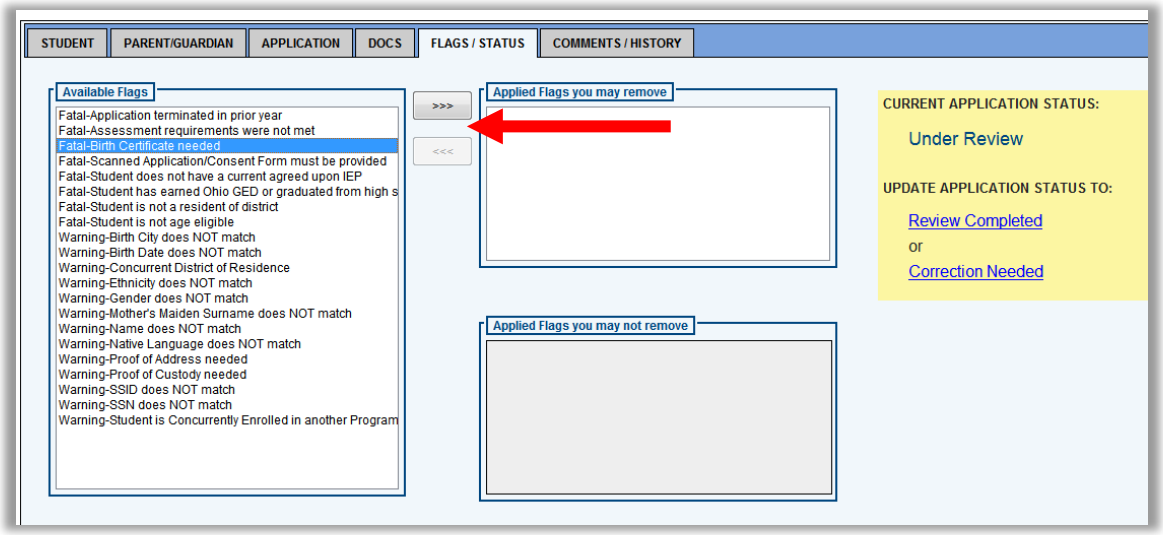
[Note: To display all files that have been uploaded during a session, the user will need to select the *Refresh* button under *Documents Uploaded*.]

Flags/Status

IF CORRECTIONS ARE NEEDED:

1. Indicate all needed corrections by selecting the applicable flag from the *Available Flags* list.
2. Select the arrow button to add or remove flags (Illustrated below with the arrow).
3. Select the *Correction Needed* button.

If the review was submitted correctly, select the *Review Completed* button.

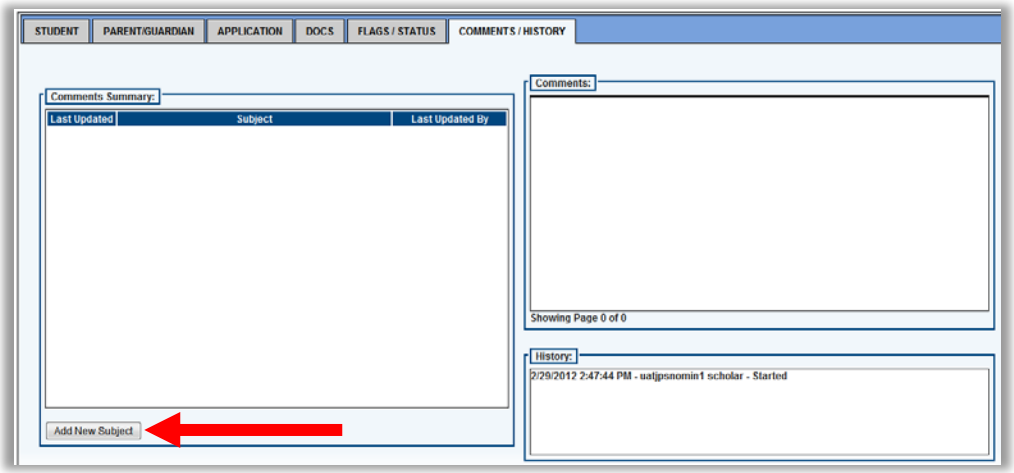


Comments

The *Comments* section allows the user to include any information regarding the application that ODE, the provider or school district reviewer needs to know. Notes are not required for application submission but can be entered by the provider, school district reviewer and ODE officials. Therefore, if there is any information regarding the application that any party should be aware of, please include this in the C*omments* field. For data elements that do not match district records, please indicate the correct information. For instance, if the public school district reviewer checked that the mother's maiden name does not match, that reviewer should indicate in the *Comments* section the maiden name listed in the district's records.

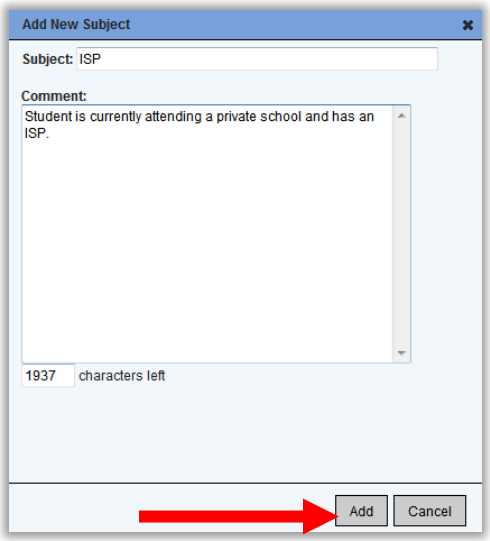
ADDING A NEW COMMENT

1. Select *Add New Subject* button (Illustrated below with the arrow).



2. Type the subject title and comment in the boxes provided.

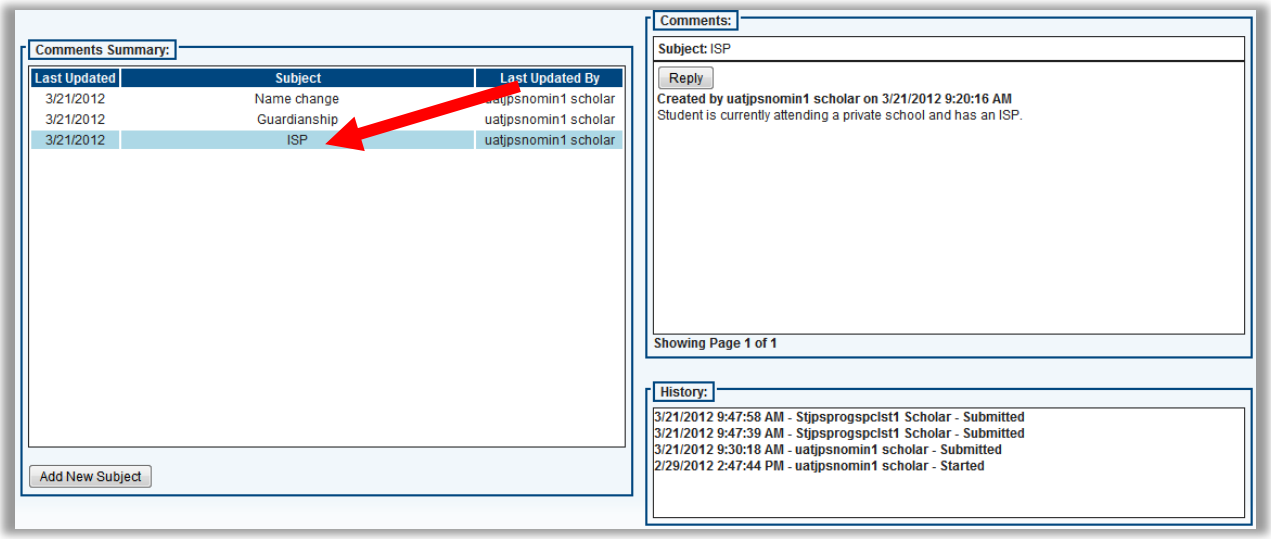
3. Select *Add*, to add the comment to the application (Illustrated below with the arrow).



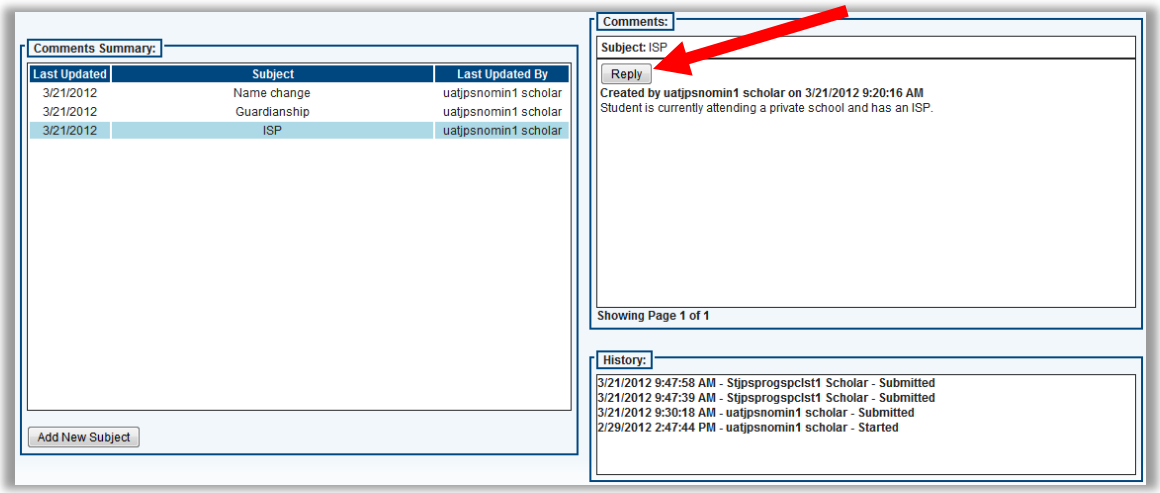
Users may also reply to an existing comment. Comments are grouped by subject title allowing a user to respond to a specific topic. The most recent comment thread will display at the top of the *Comments Summary* box.

REPLYING TO AN EXISTING COMMENT:

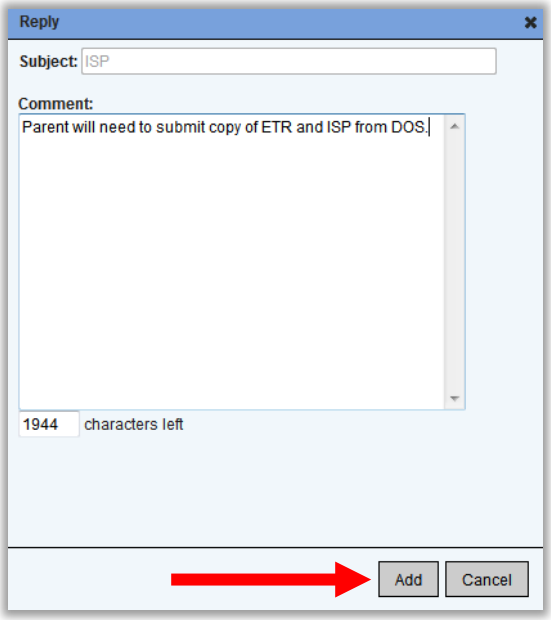
1. Highlight the subject title in the *Comments Summary* box (Illustrated below with the arrow). The comments related to the selected topic will now display in the *Comments* box



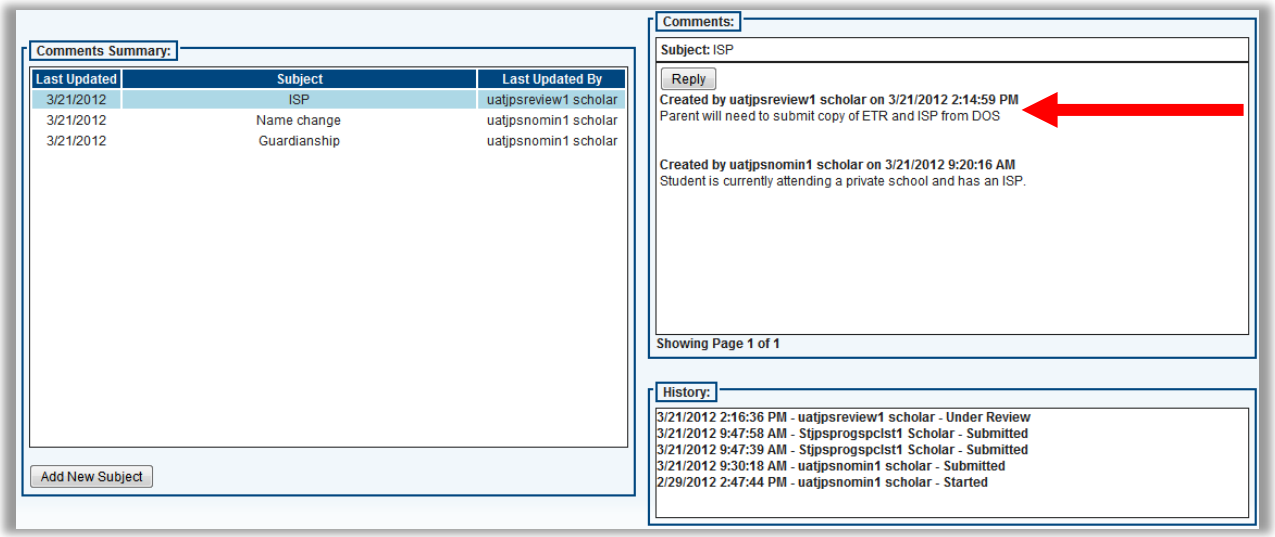
2. Select *Reply*, to respond to the comment (Illustrated below with the arrow).



3. Next, the comment box will display with the subject topic prepopulated. Type the comment in the provided box and select the *Add* button (Illustrated below with the arrow).



4. The reply comment will now display in the *Comments* box (Illustrated below with the arrow).



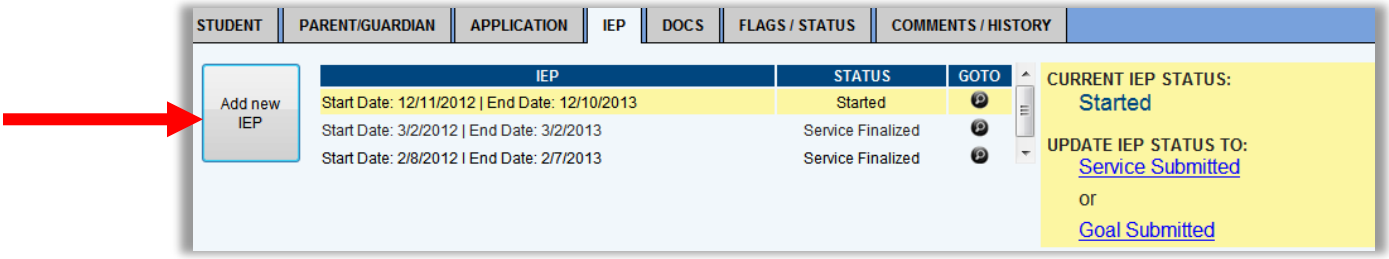
Adding a New IEP

When an IEP ends mid-year, a new IEP will need to be added to the online application.

[Note: If the primary provider has already added the new IEP, the district reviewer will only need to review the accuracy of the information. If the information entered is correct, the district reviewer will need to update the status to *Service Finalized*.]

TO ADD A NEW IEP, DO THE FOLLOWING:

- Select the *IEP* tab on the student application.
- Click the *Add New IEP* button (Illustrated below with arrow).



- Enter the IEP start and end date.
- Enter the date of last evaluation.
- Select the primary disability condition.
- Scroll through the list of available services.
- Click the service(s) listed on the IEP.
- Select the arrow button to add or remove services listed on the IEP
- Select the *Add* button to save the IEP.
- Update the status to *Service Finalized*.

- Next, you will need to upload the new IEP.
    - Select the *Docs* tab.
    - Select *IEP* from the *Electronically Uploadable Documents* list. A pop-up window will display.
    - Select *Browse.*
    - Browse to and select the document file you would like to attach.
    - Use the preexisting name of the file or enter a new name for the file.
    - Select *Upload.*

Goals and Objectives

To prepare for the filing of quarterly progress reports, the primary provider will need to add the IEP goals and objectives to the student application. The goals and objectives entered will be valid for the duration of the student's IEP.

TO APPROVE GOALS AND OBJECTIVES, DO THE FOLLOWING:

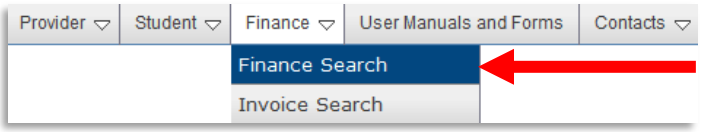
- On the *Student Application Search* screen, enter the first and last name to display a specific student application.
- Click the *Search* button. The application search results should now be displayed.
- Click the *GO TO* magnifying glass icon next to the student's name.
- On the student application page, click the *IEP* tab.
- Review the goals and objectives entered.
- If the goals and objectives entered are correct, update the status to *Goal Finalized*.

Progress Reports

Progress reports submitted by providers on a quarterly basis are viewable and printable through the online application.

TO VIEW AND PRINT A PROGRESS REPORT, DO THE FOLLOWING:

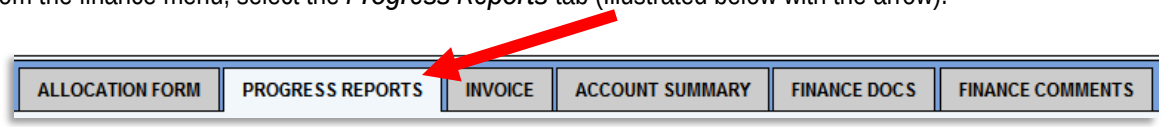
1. Select the *Finance Search* button from the *Finance* dropdown on the gray dashboard (Illustrated below with the arrow).



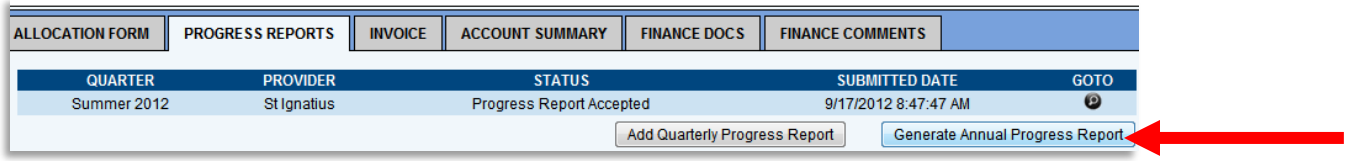
2. Enter the first and last name to display a specific student application or select the *Search* button to display all students associated with your organization.

3. Click the *GO TO* magnifying glass icon next to the student's name.

4. From the finance menu, select the *Progress Reports* tab (Illustrated below with the arrow).



5. Next, select the *Generate Annual Progress Report* button (Illustrated below with the arrow).



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Student Application Status Codes

Accepted	Scholarship has been accepted by the provider in the online system.
Awarded	Applications which will be funded for the following school year
Correction Needed	Student application has been flagged by the public school district as having conflicting or incorrect data. Check the Flags Applied field and Comments/History tab for details. Resubmit the application after all errors have been corrected.
Declined	Provider or ODE has been informed by parent that student will not use award. Parent must reapply during the next application cycle.
Eligible	Application is available for award consideration
Not Eligible	Application has been reviewed and student does not meet program requirements
Reconsidered	Parent has appealed for award consideration.
Resubmitted	Provider has corrected all application errors identified by the public school district. Application is now awaiting review by the public school district.
Review Completed	Application reviewed by the public school district with no errors and has been forwarded to ODE for award consideration
Started	Provider has initiated a student application in the online system.
Submitted	Application has been submitted to the public school district for review.
Terminated	Student is no longer enrolled with a participating provider or a provider has not accepted the student.
Transferred	Parent has submitted a transfer request form to change providers.
Under Review	Application is currently being reviewed by the public school district.
Waitlisted	The number of eligible students has exceeded the number of authorized scholarships. Application has been placed into a holding status awaiting potential relinquishment by other awarded applicants.
Withdrawn	Application not submitted for award consideration.

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Questions?

Users who experience any difficulties in entering or reviewing applications, or who have questions about other aspects of the Autism or Jon Peterson Special Needs Scholarship Program, should contact the Ohio Department of Education at 877-OHIOEDU (877-644-6338) and ask to speak with a staff member

Questions regarding the Jon Peterson Special Needs Scholarship system or program can also be e-mailed to peterson.scholarship@ode.state.oh.us

Questions regarding Autism Scholarship system or program can also be e-mailed to autismscholarship@ode.state.oh.us