School Finance
Catastrophic Cost Program

User Manual for Public School Districts

Version 2.0 Revised 03/12/15

Ohio | Department of Education

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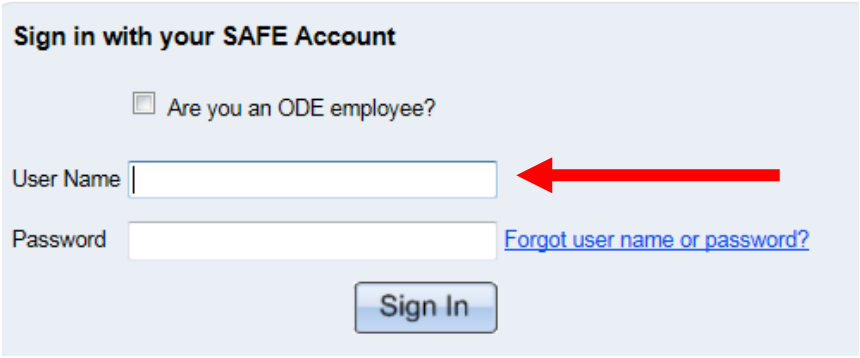
Accessing the Catastrophic Cost Program

LOGGING ON THROUGH THE SAFE ACCOUNT

Users can access the online Catastrophic Cost Program through ODE's Web-secure portal known as SAFE (Secure Applications for Enterprise). Users can enter SAFE through the *SAFE* link located at the top of the ODE Home Page. [Note: Users must have already set up a SAFE account prior to being able to sign in.]

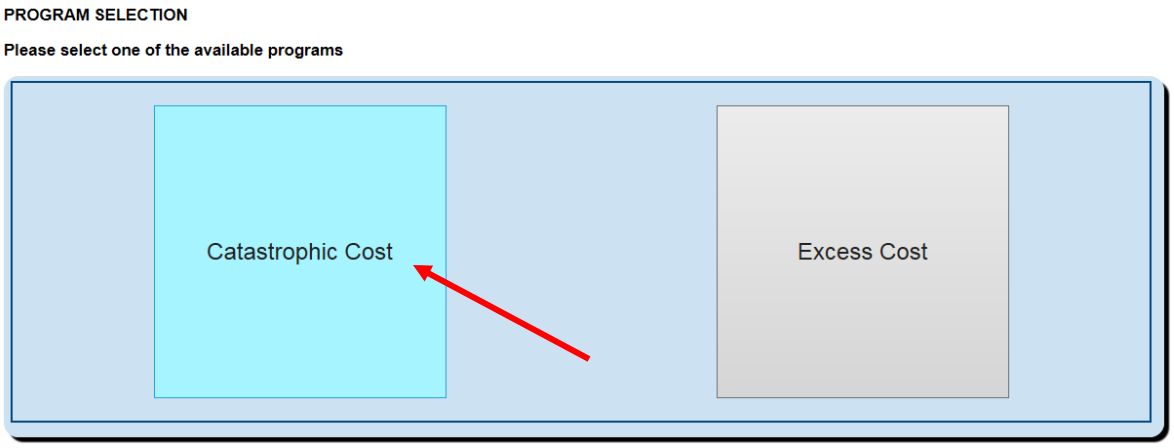
1. After clicking the *SAFE* link, the user should be on a screen with the box shown below.
2. Enter *SAFE* user name and password, and then click the **Sign In** button.



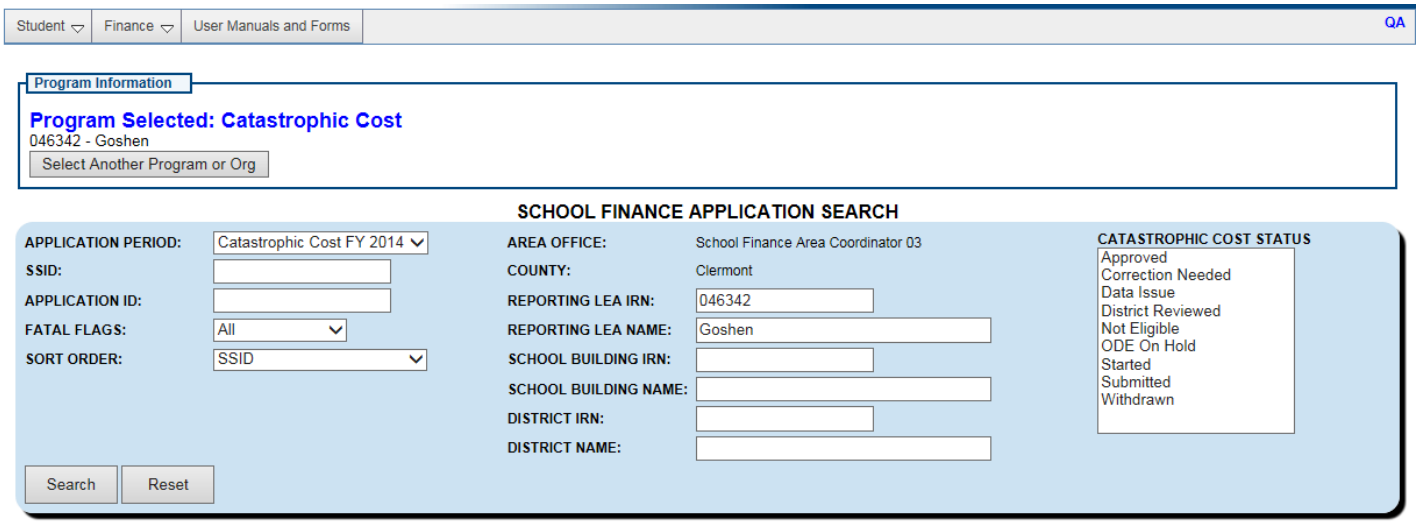
3. Next select the *School Finance* link from the list of web systems shown.

Web Systems	Description
ARRA 1512	ARRA 1512
AWE	Adult Workforce Education
CCIP	Comprehensive Continuous Improvement Planning Application
Collaboration Center	Content Sharing and Work Site
Comparability	Comparability Report
CSADM_FLI	View Reports for Federal Allocation of Economically Disadvantaged
EdChoice	Educational Choice Scholarship Application
ELISA	Early Learning Integrated Suite Application
Exceptional Children	Gifted, Focused Monitoring, Autism, Procedural Safeguards
FLICS	Federal Low Income Count System
FSL	FSL - Forms and Surveys List
GED	GED
Head Start	Head Start
MOE	Maintenance of Effort
NS3	Nonpublic School Services System
ODE.CORE	Online Licensure System
OEDSR	OEDS-R Application
PACTS	Program Audit and Compliance Tracking System - Self Evaluation
Preschool Special Education State Unit Funding	Preschool Special Education State Unit Funding
SAFE District Reports	SAFE District Reports
Scholarship	Scholarship - JPSN, Autism, etc.
School Finance	School Finance (Catastrophic Cost, PSEO, Excess Cost)
SES	Supplemental Educational Service Providers
SFPS	School Foundation Payment System
STARS V2.0	STARS Professional Development and Technical Assistance System
Usability Test Center	Please click here to help us make the ODE Web site easier to use

4. If you have a role for more than one of the School Finance programs, you will need to click on the *Catastrophic Cost* box.



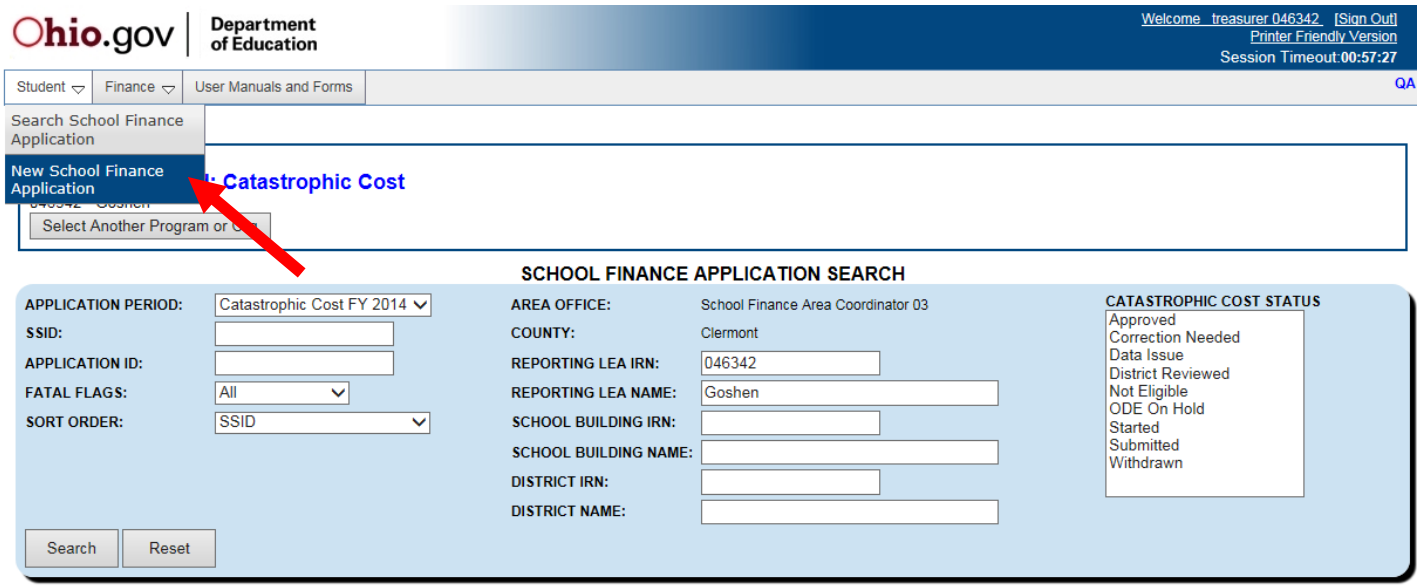
5. When you enter the system it will take you to the *Catastrophic Cost Application Search* screen shown below. If you are linked to more than one district in OEDS, you will be asked to select a district.



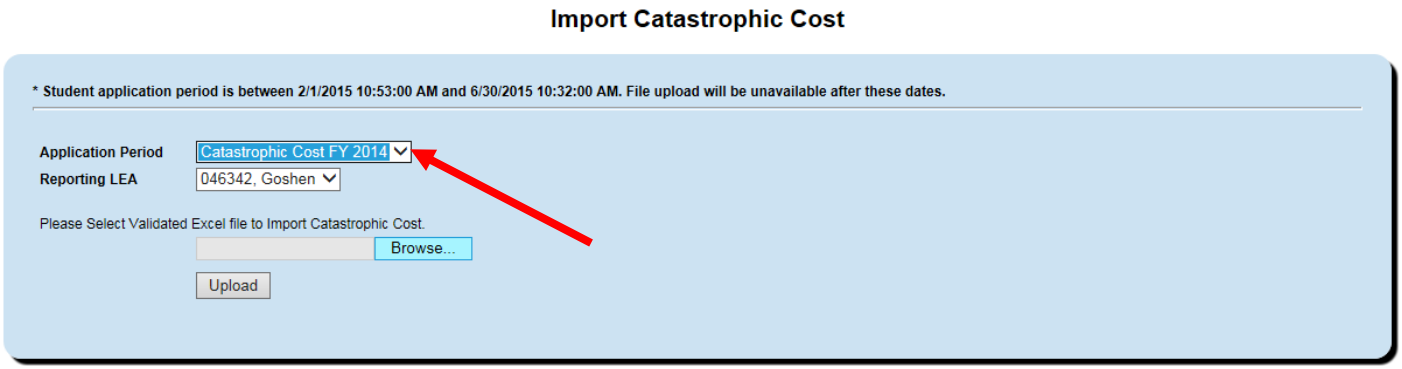
Creating New Cat Cost Applications

1. To create a student application you will need to import students using the "Student Upload Spreadsheet" found on the ODE webpage. You MUST use this specific spreadsheet and the spreadsheet MUST be "***validated"*** in order for the students to load into the system. The system will allow districts to only upload students with valid SSID who are a residence of the district, and who have a disability in special education categories 2 through 6.

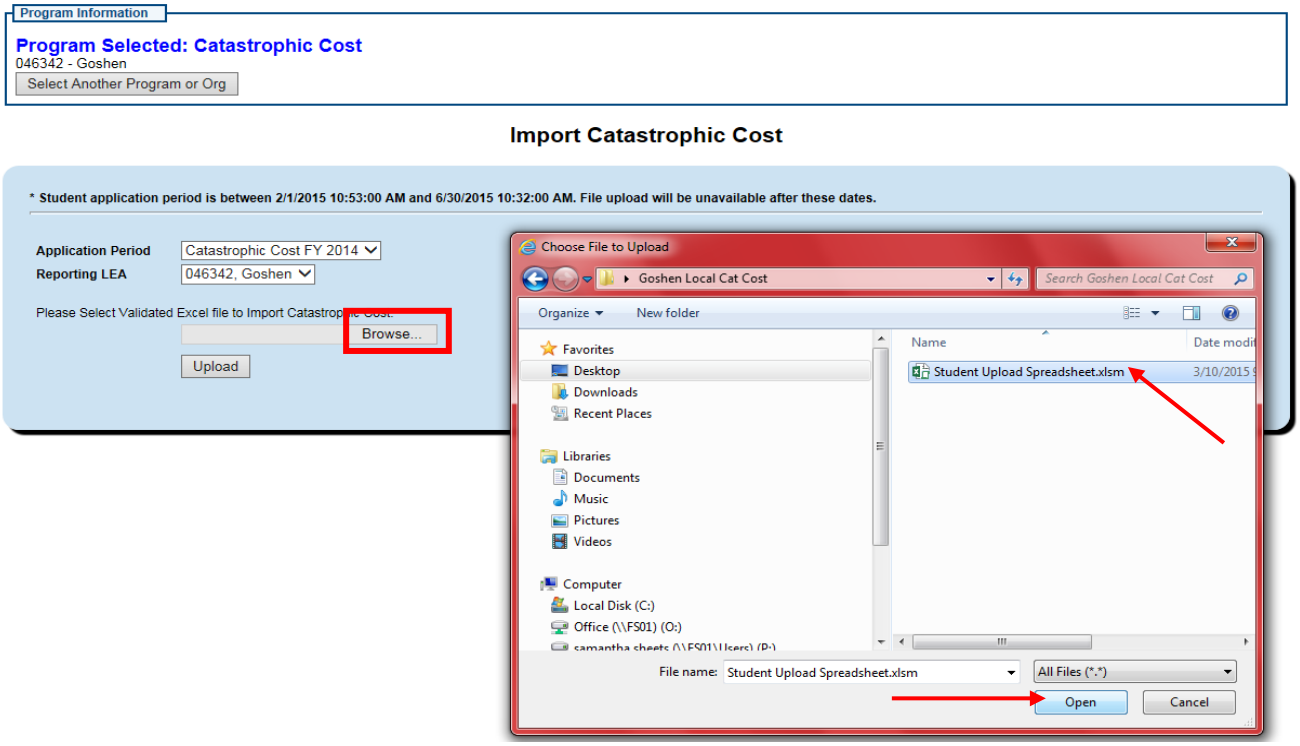
2. To upload this spreadsheet, start by pointing to the *Student* tab and clicking on *New School Finance Application* from the dropdown list.



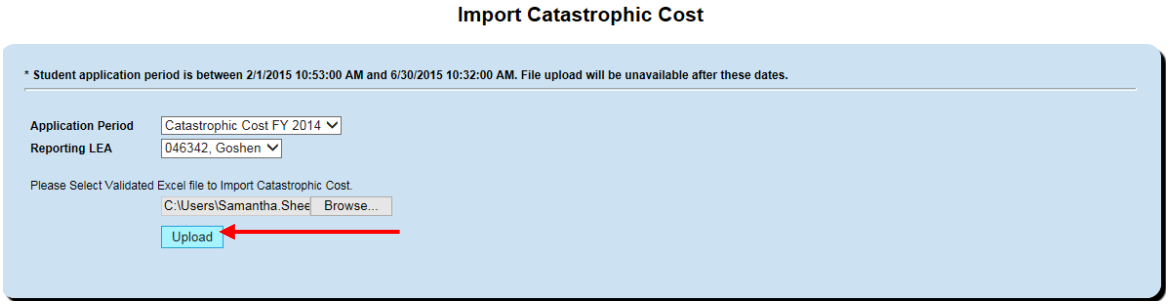
3. The screen below will appear. Make sure the appropriate *Application Period* and *Reporting LEA* are selected.



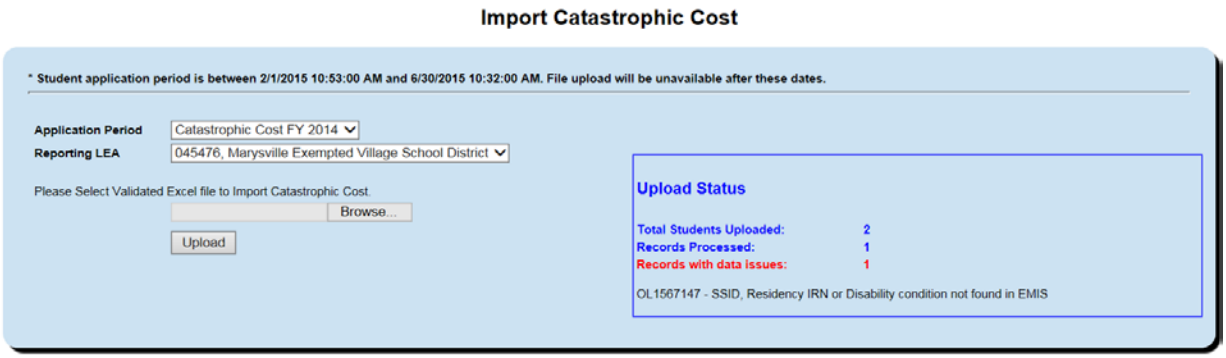
4. Then click on the *Browse* button to browse your computer. Next find and select the spreadsheet you want to upload then click *Open*.



5. Click *Upload* to upload students from spreadsheet.

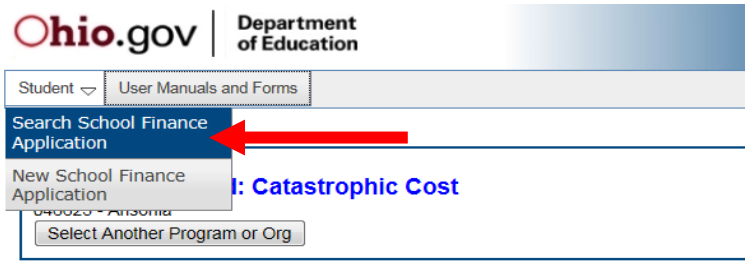


6. After processing is complete, the page below will appear. In the *Upload Status* box, the amount of Total Students Uploaded and Records Processed should be equal to the number of students in your spreadsheet. If you have Records with Data Issues, please refer to page 9.

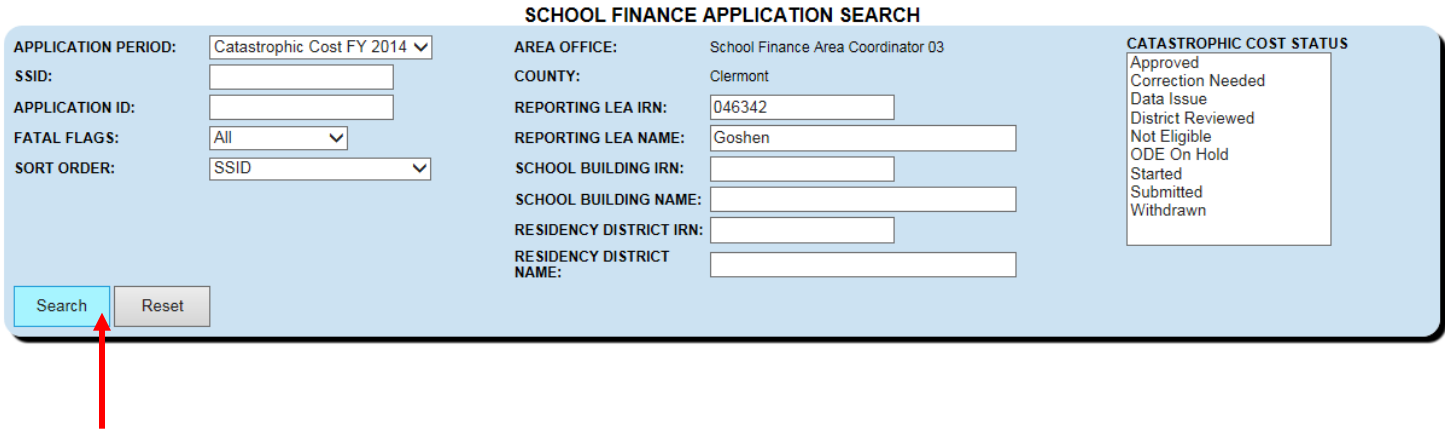


Reviewing New Applications

To begin reviewing applications, users will first need to access the *Catastrophic Cost Application Search* page. If you are not already on the application search page, click on the *Search School Finance Application* button in the *Student* dropdown. The *Catastrophic Cost Application Search* page is used to list student applications associated with the district and then select specific applications to view and/or edit.



1. To view all student applications, click the *Search* button without entering any search criteria.



2. Below are the search results showing all applications for the district because no additional criteria were selected. Twenty applications will appear per page. At the bottom, use the *Next, Previous*, and *Go to* buttons navigate between pages. To view the details of a specific application, click the *magnifying glass* icon under the Details column.

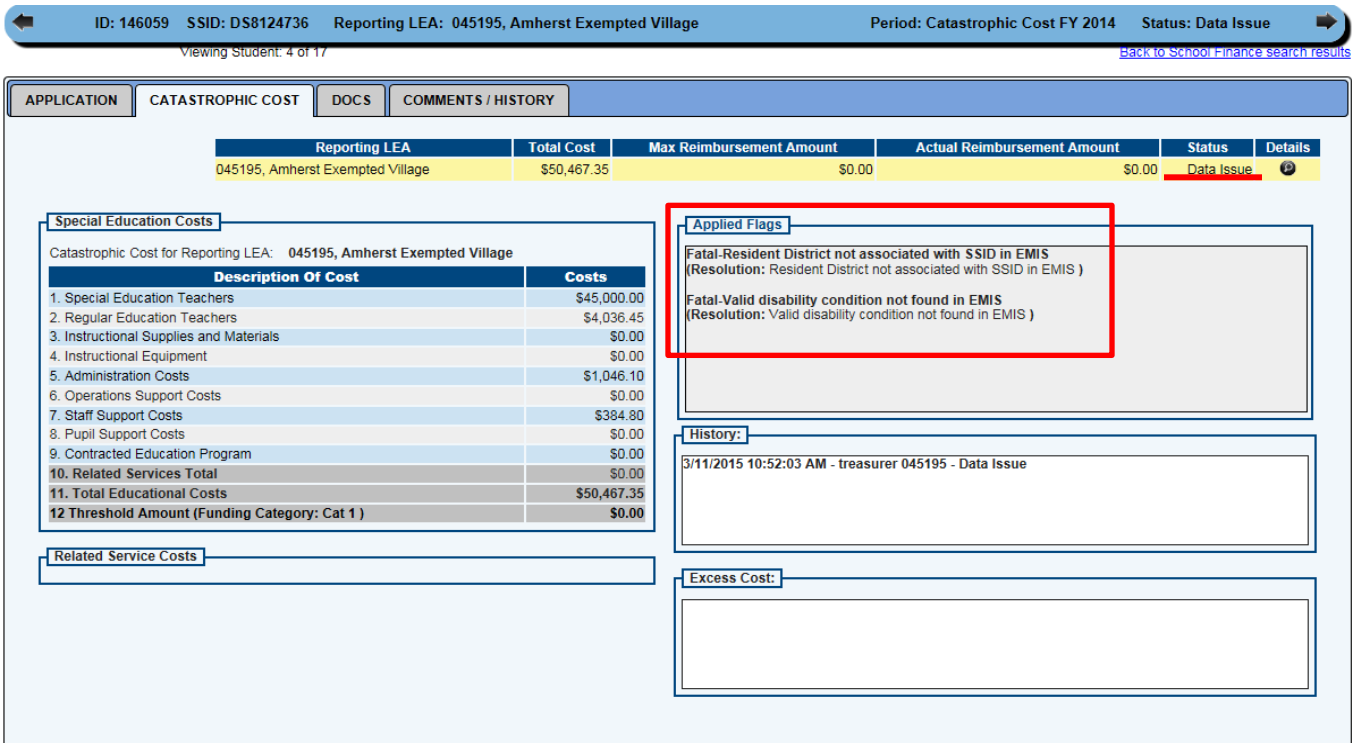
SSID	APP ID	APP PERIOD	REPORTING LEA	SCHOOL BUILDING	STATUS	MAX AMOUNT	AMOUNT PAID	DETAILS
DT9697696	146026	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	045476, Marysville Exempted Village School District	Data Issue	$0.00	$0.00	
GQ7918771	146036	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	District Reviewed	$0.00	$0.00	
GQ8155690	146037	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Started	$0.00	$0.00	
GQ8220934	146038	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Started	$0.00	$0.00	
GQ8716870	146039	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Approved	$28,381.21	$0.00	
GQ8943361	146040	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Submitted	$0.00	$0.00	
GQ9807404	146063	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Not Eligible	$0.00	$0.00	
GR1693418	146064	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Correction Needed	$0.00	$0.00	
GR1814740	146065	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Started	$0.00	$0.00	
GR1814740	146065	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	Withdrawn	$0.00	$0.00	
GR2132135	146066	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023119, Marysville High School	ODE On Hold	$0.00	$0.00	
OL1567147	146078	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	045476, Marysville Exempted Village School District	Data Issue	$0.00	$0.00	
OL1567174	146079	Catastrophic Cost FY 2014	045476, Marysville Exempted Village School District	023127, Marysville Middle School	Started	$0.00	$0.00	

Export Search Results | Previous | **Page 1 of 1** | Next

3. Applications can be filtered by entering specifics in any one of the available search criteria boxes such as SSID, Building IRN, application Status, etc. To view applications based on specific criteria, select one or more of the search criteria before clicking *Search.*

   For example, to view only applications that have been placed into Submitted statuses by your district, select Submitted from the available Catastrophic Cost Statuses then click the Search button. All applications in Submitted status should now be listed. *See page 24 for all definition of statuses.*

Applications with a Data Issue



When a district uploads an SSID into the Catastrophic Cost system an application is created. The system checks for three conditions before giving the application a status of *Started*.

1. Is the SSID in EMIS?
2. Is there a valid disability condition associated with the SSID? (Categories 2-6)
3. Is the resident district IRN associated with the SSID in EMIS?

If the answer to any one of the above questions/conditions is no, the application will be given a *Data Issue* status and a fatal flag(s) will be attached to the application that describes the type of data issue(s) found. The following are the fatal flags:

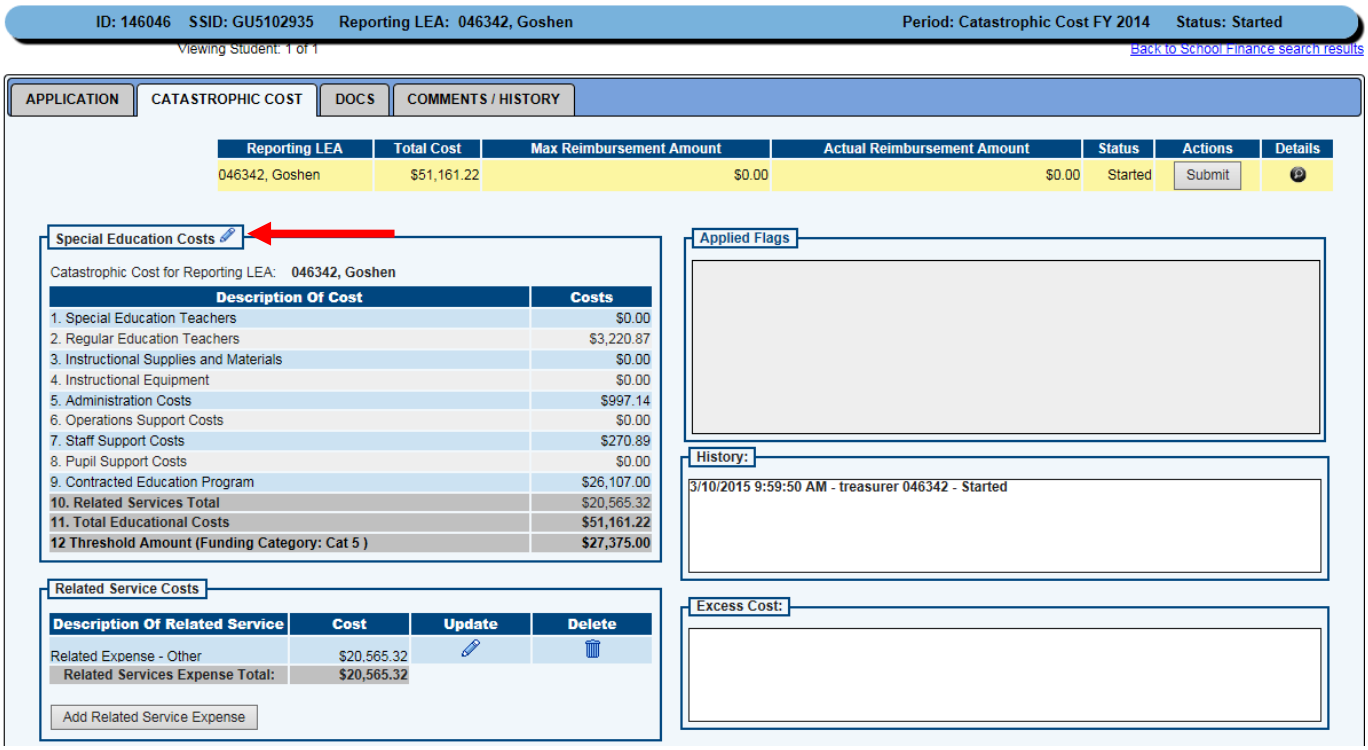
1. SSID not found in EMIS (this flag cannot be removed)
2. Valid disability condition not found in EMIS
3. Resident district not associated with SSID in EMIS

All applications with a *Data Issue* status should be either withdrawn or corrected then *Started*. Both districts and area coordinators have the ability to withdraw an application with a data issue. However, only the area coordinator can correct an application with a data issue and change its status to *Started*.

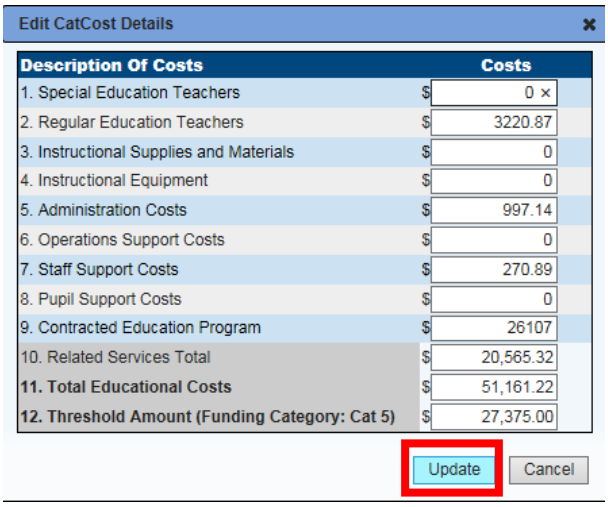
No application should remain in *Data Issue* status. Either withdraw the application or request assistance from your Area Coordinator to get the application into *Started* status. You will not be paid catastrophic cost for any student application remaining in *Data Issue* status.

Catastrophic Cost Tab

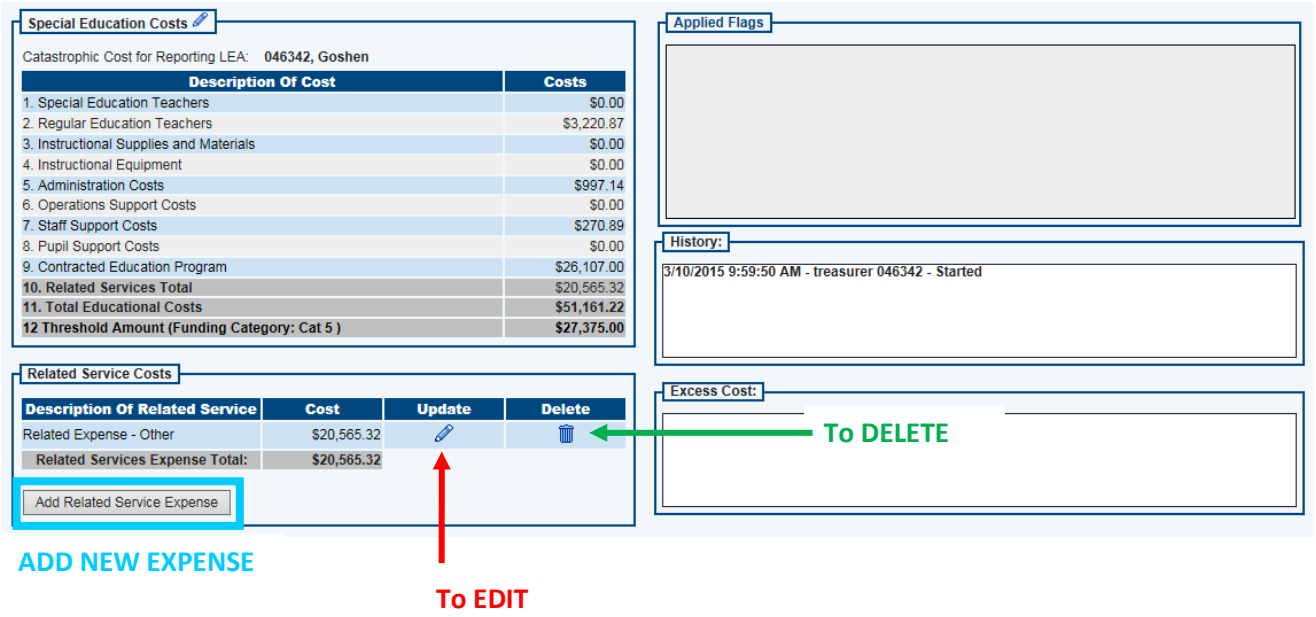
After selecting the details of an application from the Application Search page, you are directed to the Catastrophic Cost page shown below. This page contains details of the special education and related service costs. *Special Education Costs* can be edited by clicking the pencil icon (Illustrated below with arrow).



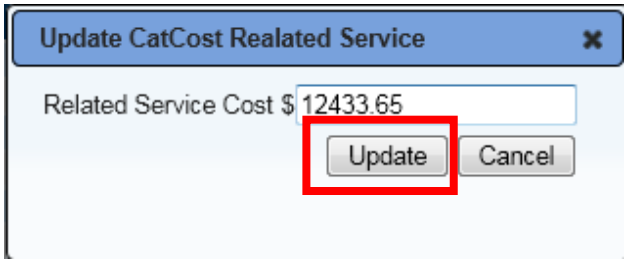
After clicking the pencil icon to edit Special Education Cost, the box below will appear. Users may make necessary corrections to the line item costs and click *Update* when finished. If no changes are necessary, you may click *Cancel* to return back to the Catastrophic Cost tab.



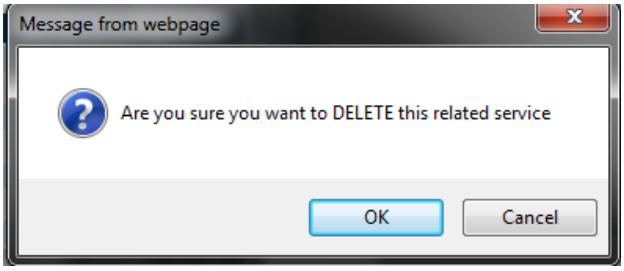
Related Service Costs must be identified as either speech and language, physical therapy, occupational therapy, transportation, or other. Each Related Service Cost must be edited individually. *Related Service Costs* can be edited by clicking the pencil icon (Illustrated below with arrow). You may delete a Related Service Cost by clicking the trash can icon beside the individual cost. You can also *ADD* a new related services expense by clicking the *Add Related Service Expense* button at the bottom of the page.



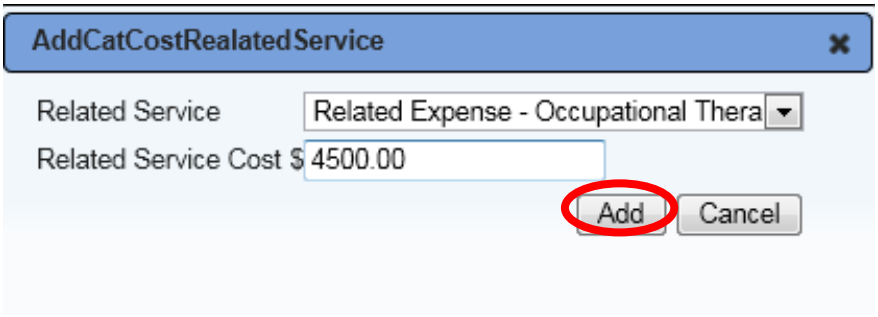
To EDIT: After clicking the pencil icon to edit a Related Service Cost, the box below will appear. Users may make necessary changes and click *Update* when finished. If no changes are necessary, you may click *Cancel* to return back to the Catastrophic Cost tab.



To DELETE: Click the trash can icon beside the expense you would like to delete. Click *OK* if you would still like to delete this cost. You may click *Cancel* if you choose not to delete the cost.



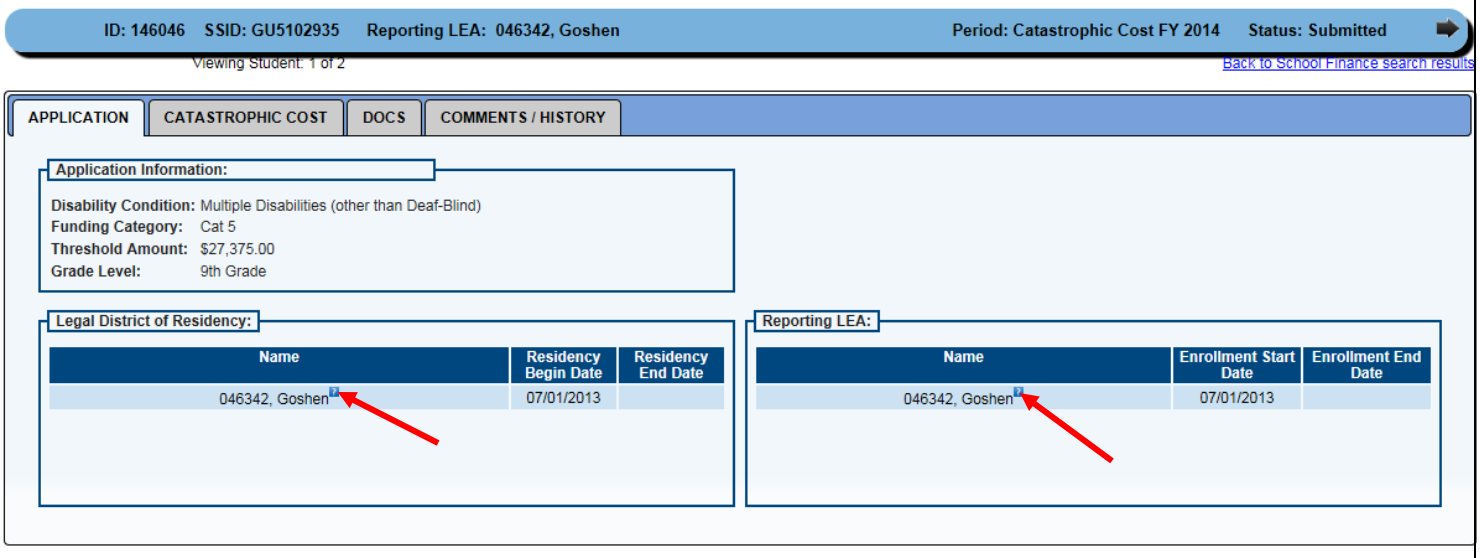
ADD NEW EXPENSE: Click the *Add Related Service Expense* button at the bottom of the page to add a new expense. Select the type of *Related Service* from the drop down list. Type in the dollar amount for *Related Service Cost*. Click *ADD* to complete adding your related service. You may also click *Cancel* if you choose not to add a new expense.



Application Tab

Contains student information such as Disability Condition, Funding Category, Threshold Amount, Grade Level, District of Residency Information.

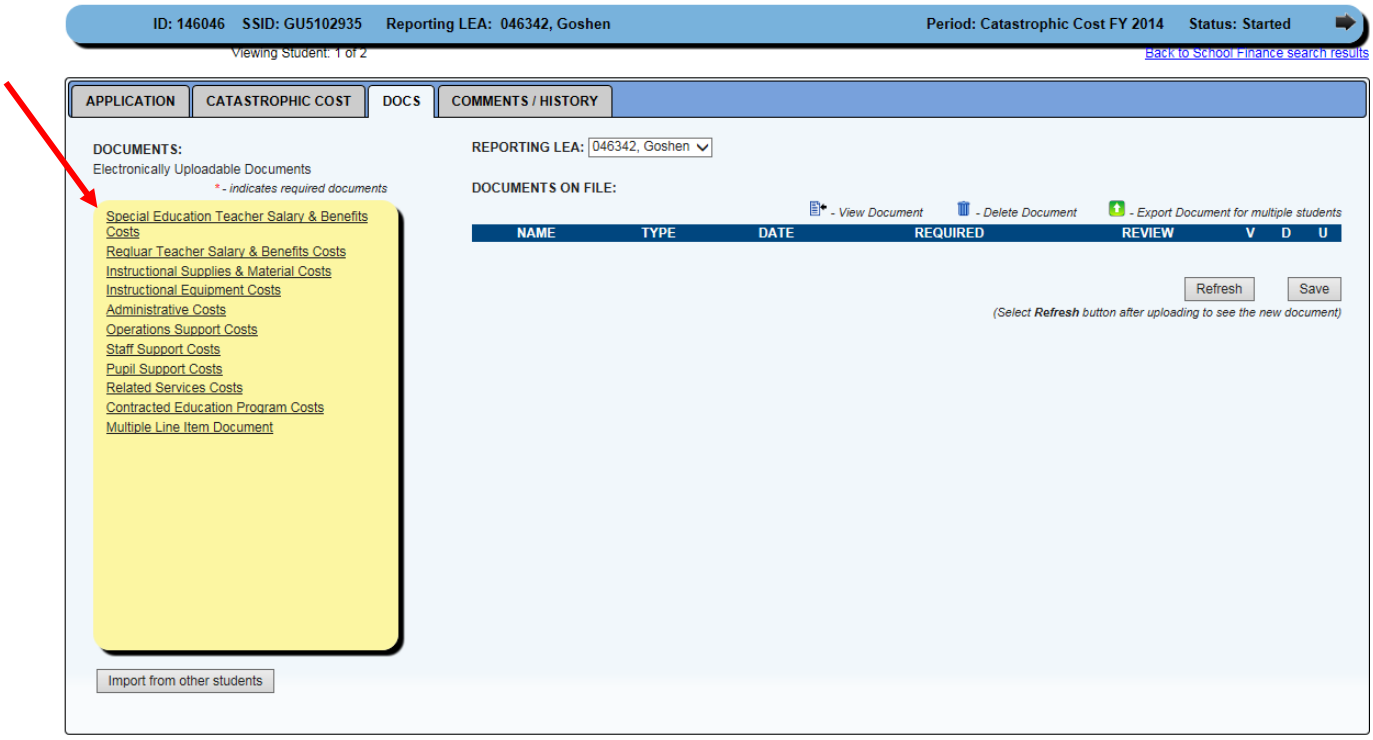
By clicking the question mark icon users can access contact information for the school district or area coordinator.



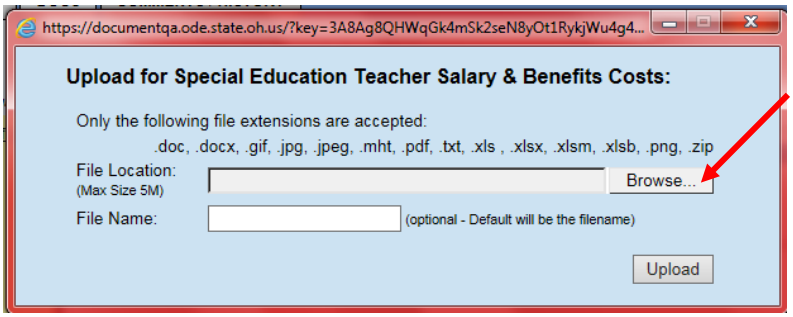
Docs Tab

This tab is used to attach, view, and mange supporting documentation for the catastrophic costs incurred. Documentation supporting all expenses must accompany the student application. This may be accomplished by either attaching a document to each line item that contains costs (line item documents), attaching a single document that supports all line item costs (multiple line item document), or some combination of the two. In all cases, student names should not appear on the supporting documentation, just use SSID to identify the students.

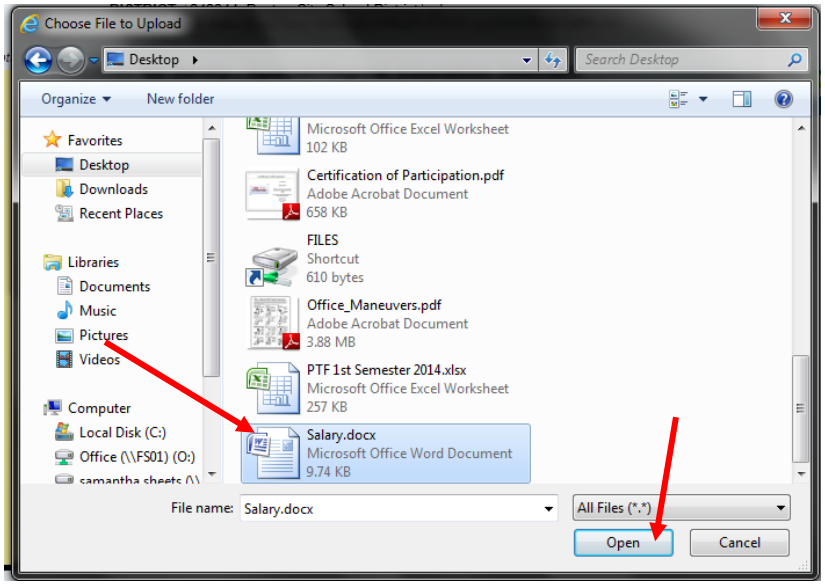
1. Select the document type you want to attach from the choices in the yellow box on the left.



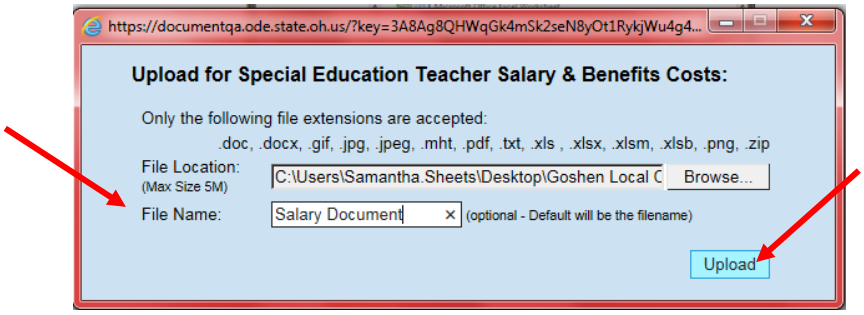
2. After choosing the document type, the document upload screen below will pop up. In this example, the *Special Education Teacher Salary & Benefits document* type was selected. Click on the browse button to find the location of the salary document previously scanned to your computer.



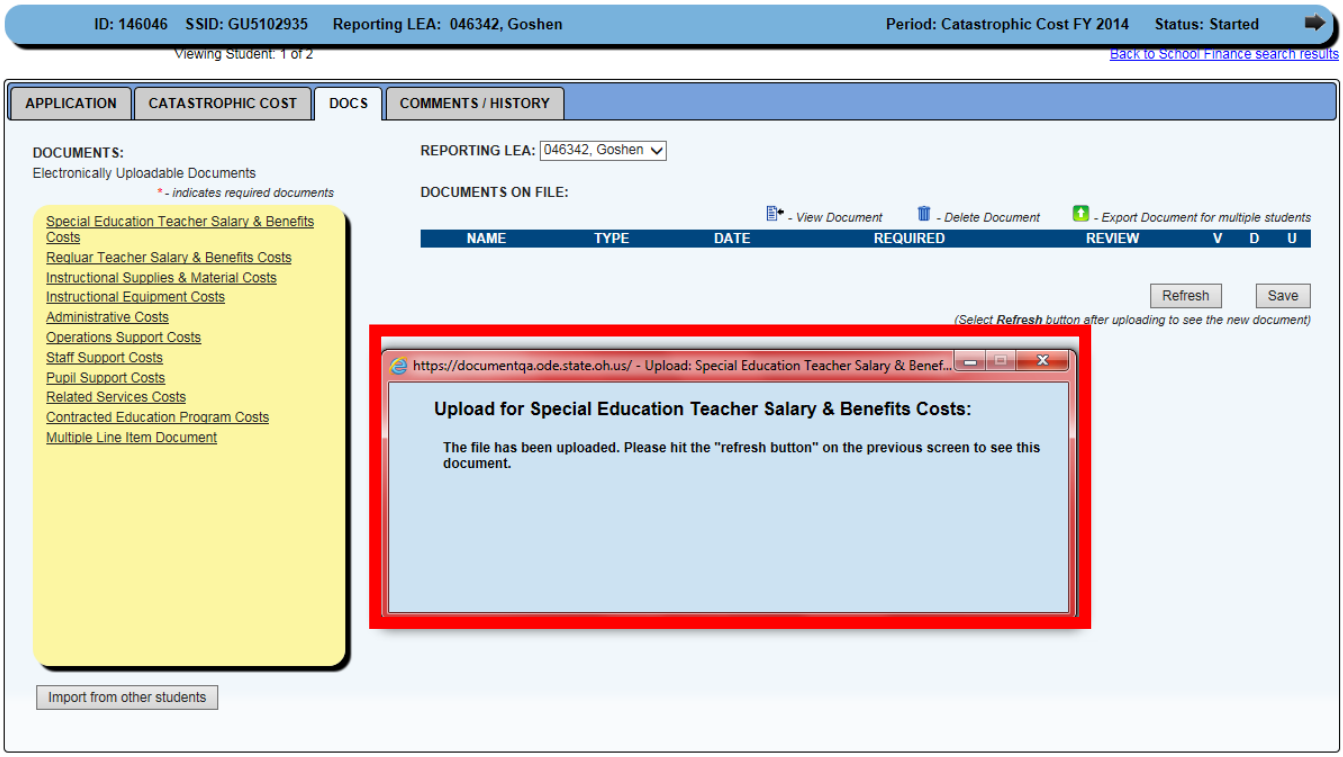
3. Once the document is located, click on *Open*.



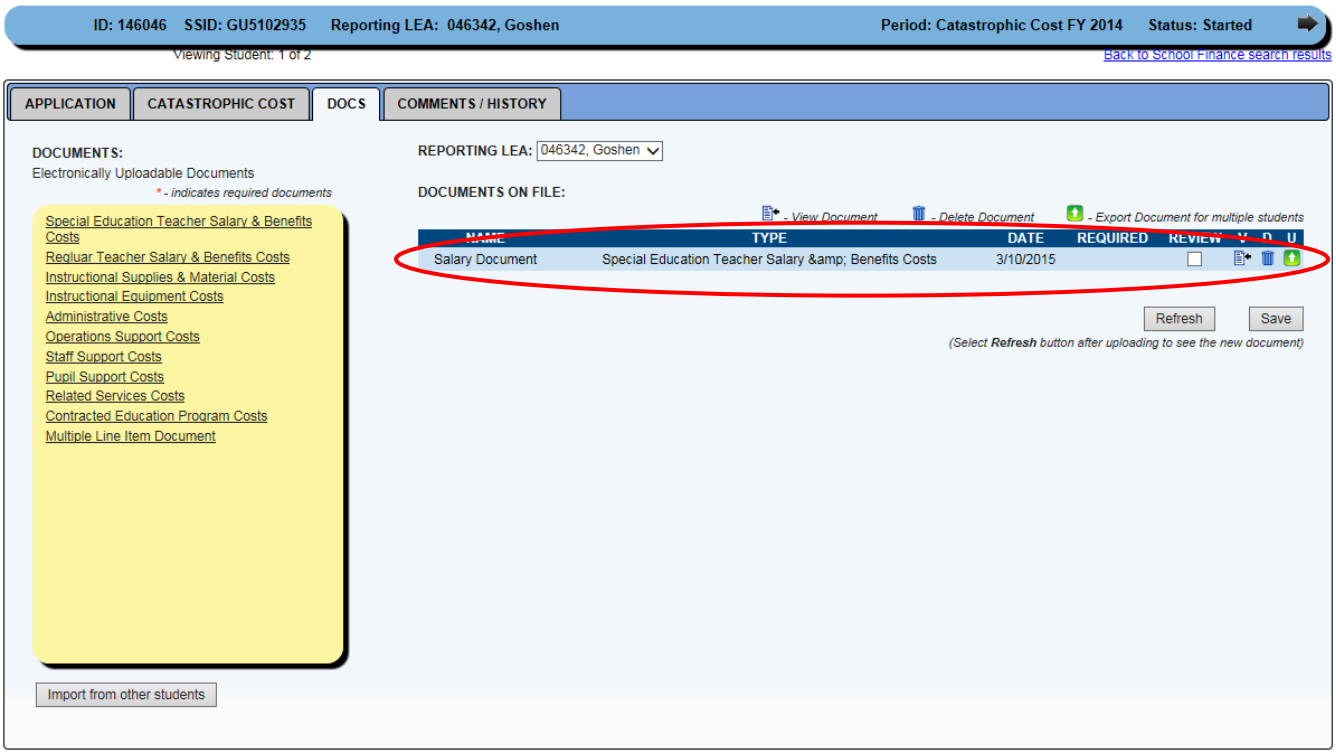
4. If you choose, you can give the document a more meaningful name using the file name textbox underneath the file location. When finished click on the *Upload* button.



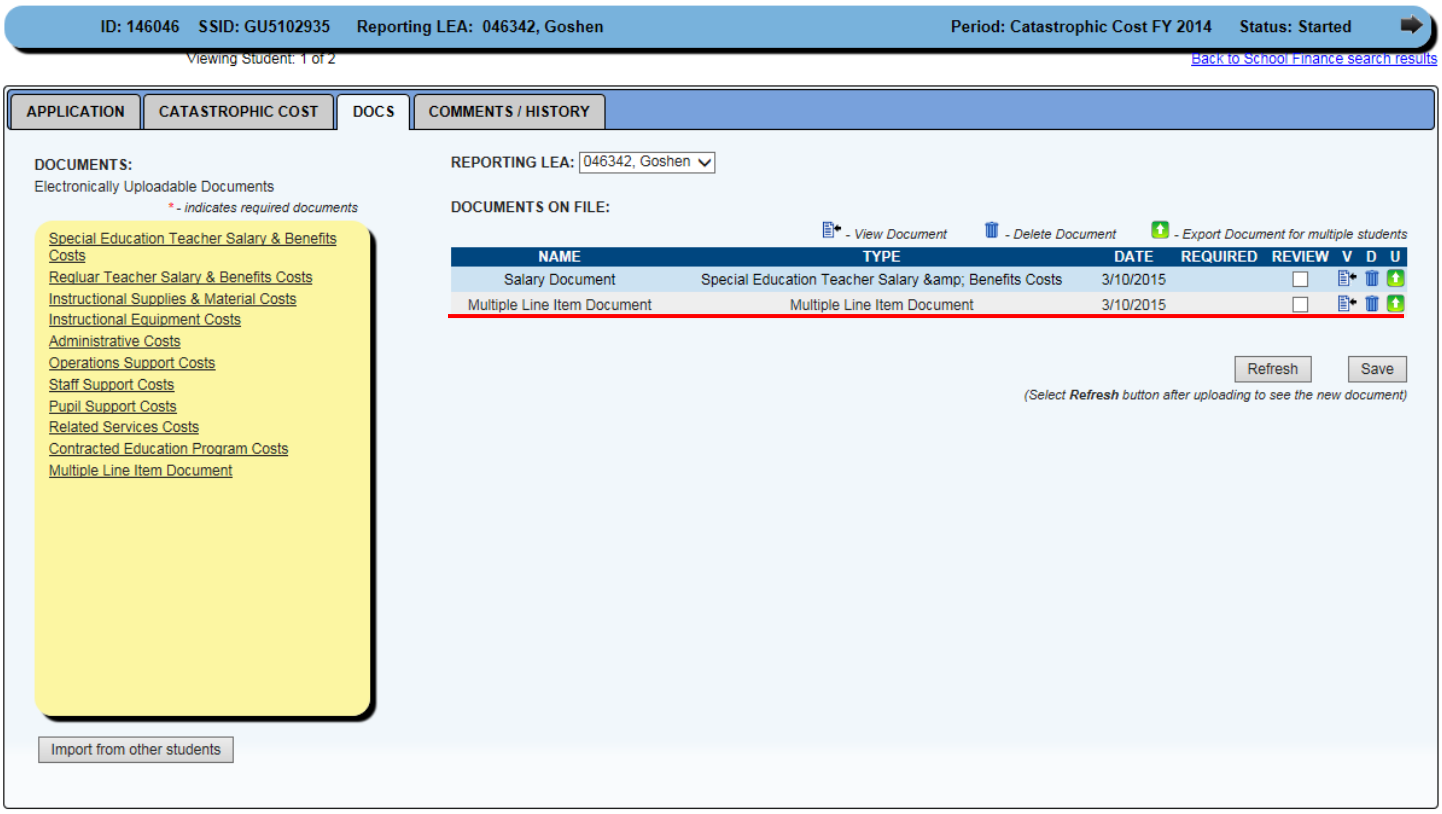
After the document has been uploaded the window below will appear. Close the window and click on the refresh button the docs tab.



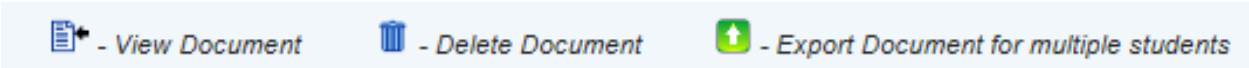
The document you just uploaded will be shown on the docs tab.



Important! In order to complete and successfully submit an application there must be a line item document attached for each line item in which costs are reported **or** at least one M*ultiple Line Item Document*. See example below:

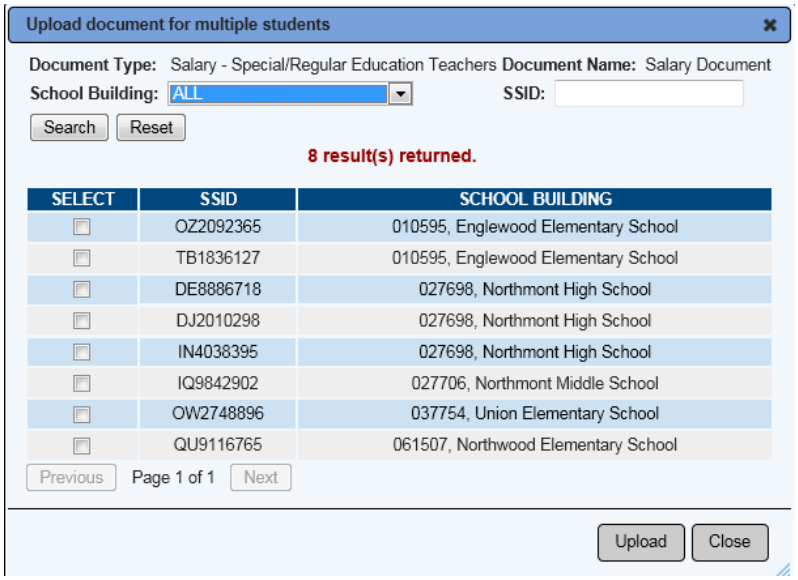


Once a document is uploaded, you may view the document, delete the document, or export the document to multiple students.

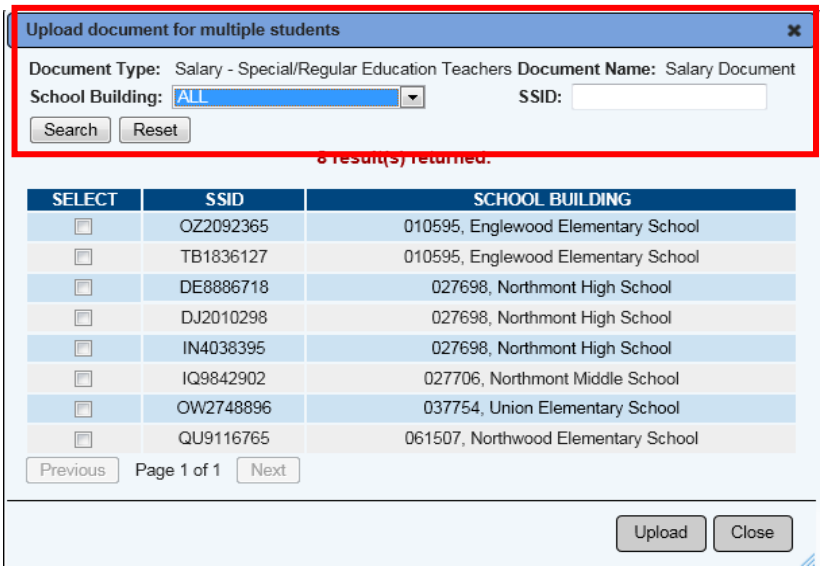


Export Document for Multiple Students

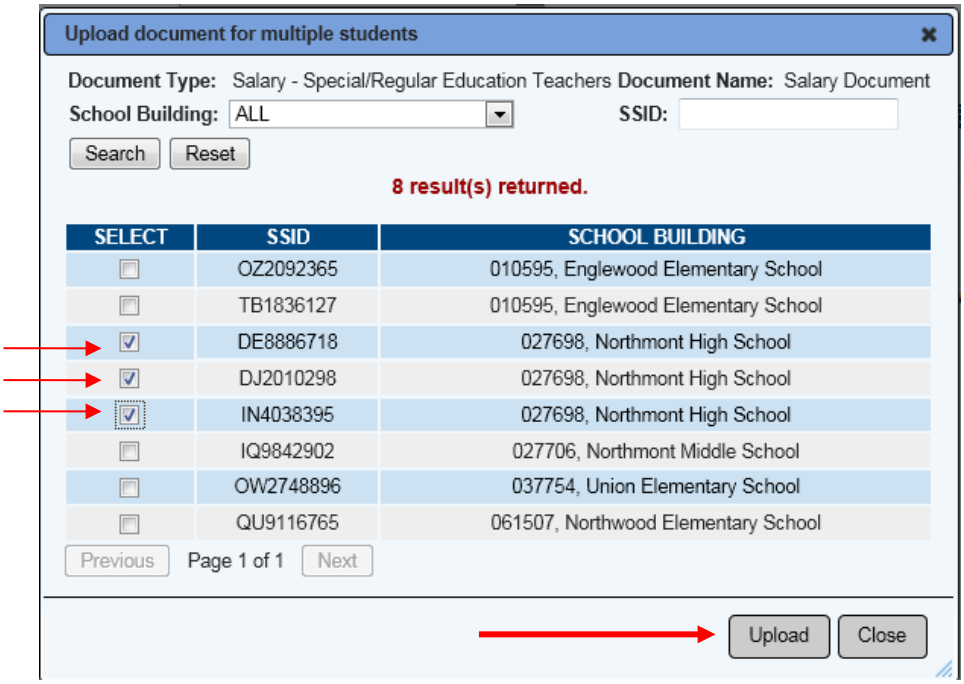
Click on the export icon under U on the Docs tab. This will bring up the following window:



The window will automatically bring up all students in the district (in this case, 8 students). The window will only show 20 students at a time. If your district has more than 20 students, you will be able to click *Next* to view the next 20 students. You can also narrow your search of students by entering a specific SSID or school building then click *Search*.



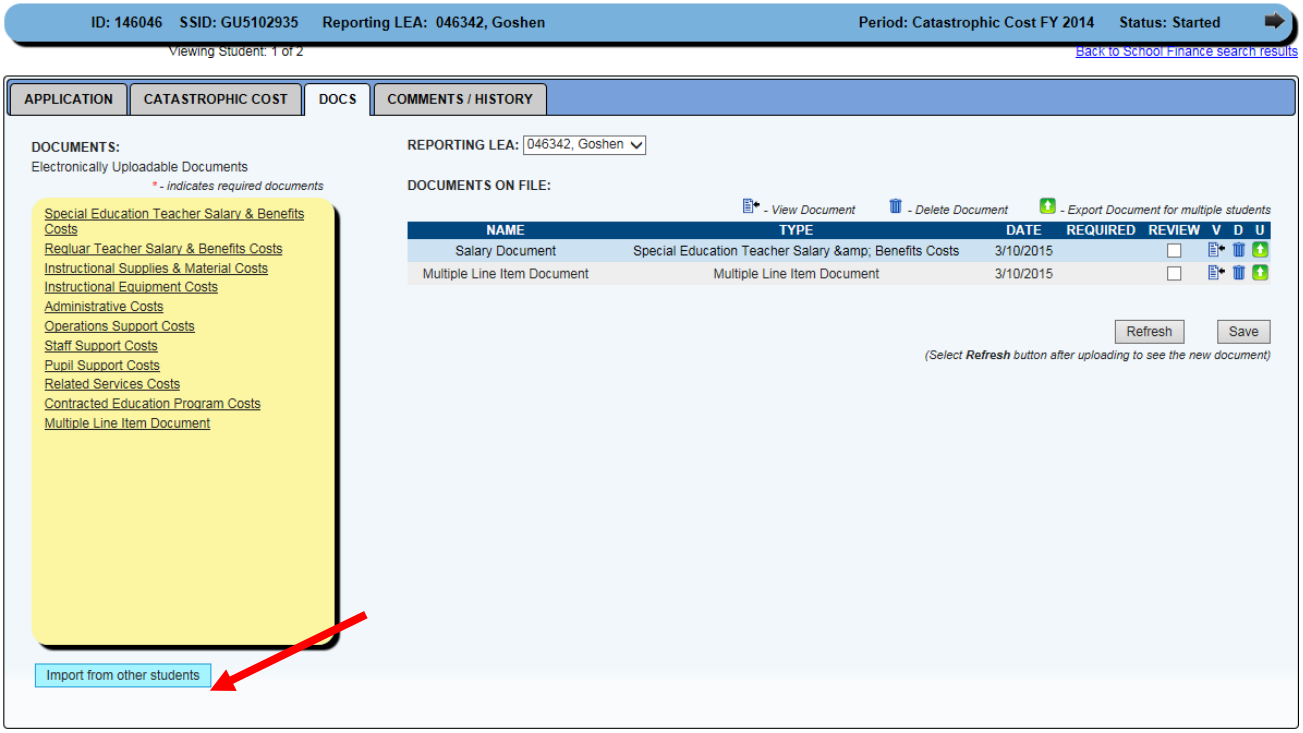
You can select any student(s) from the list and click *Upload*. This will upload the document to all the selected students. This is a good way to attach a single document that supports the costs incurred by several students such as a service contract or documentation of a teacher's salary and benefits who serves more than one student incurring catastrophic costs.



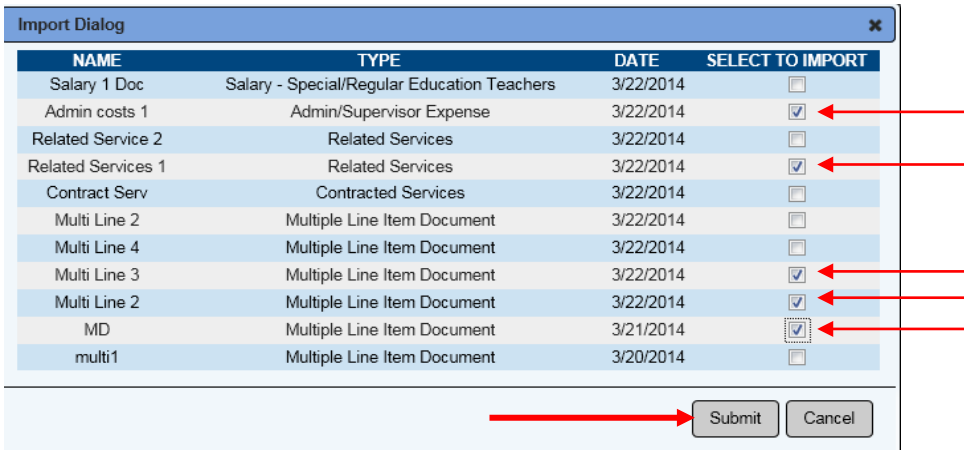
After clicking *Upload*, all students selected will now have the document on their list of supporting documents.

Import Documents from Other Students

Another option for sharing supporting documents is to import documents from other student files. After opening a student application, go to the Docs tab. The document import button can be found under the yellow list of document types. (Illustrated by the arrow below)



Once you click *Import from other students* the box below will pop up. Click the box under *Select to Import* column to select the documents you would like to add to this particular student and then click *Submit*.

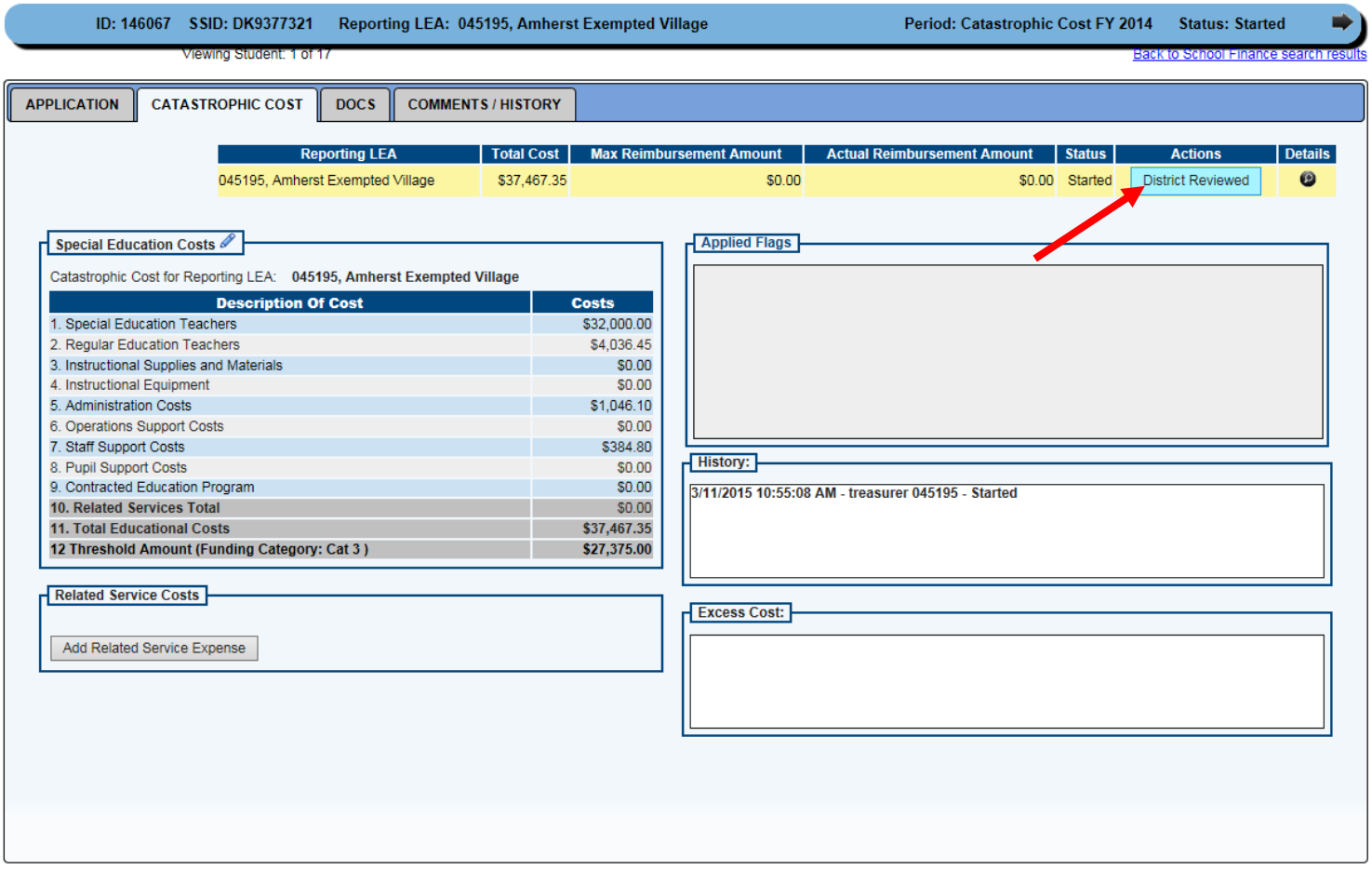


Once you click *Submit*, the document(s) will appear in the list of documentation for that particular student. When all tabs have been edited and documents have been attached to the student file, the application is ready to submit to ODE.

Submitting Applications

DATA ENTRY ROLE ONLY

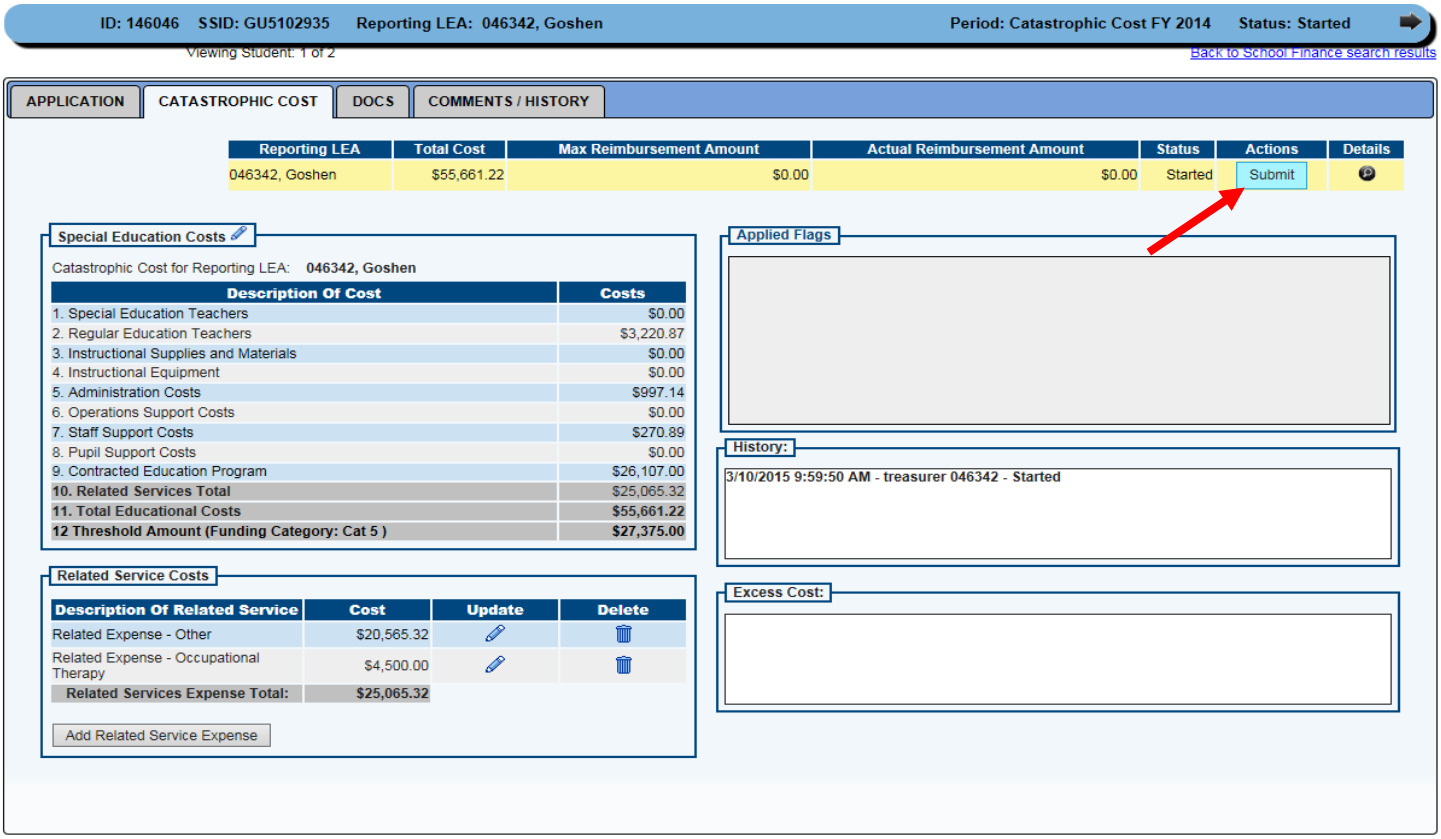
Any user with a Cat Cost Data Entry role in ODES does not have permission to *Submit* the catastrophic cost application. Instead, "Data Entry" users can update the status of the application to *District Reviewed* which indicates the application is ready for the superintendent or treasurer to review. This is done by clicking on the Catastrophic Cost tab and clicking the *District Reviewed* button.



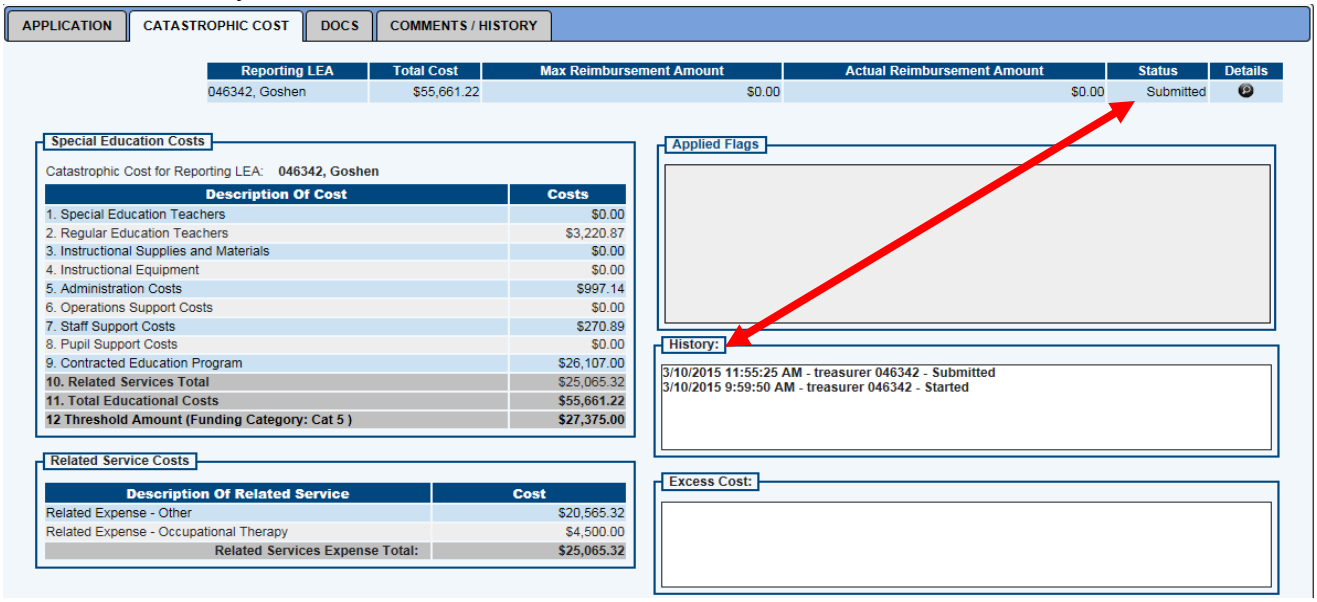
Documents with a status of *District Reviewed* indicates to the treasurer or superintendent that applications is ready for them to review and submit the application.

TREASURER AND SUPERINTENDENT ROLES

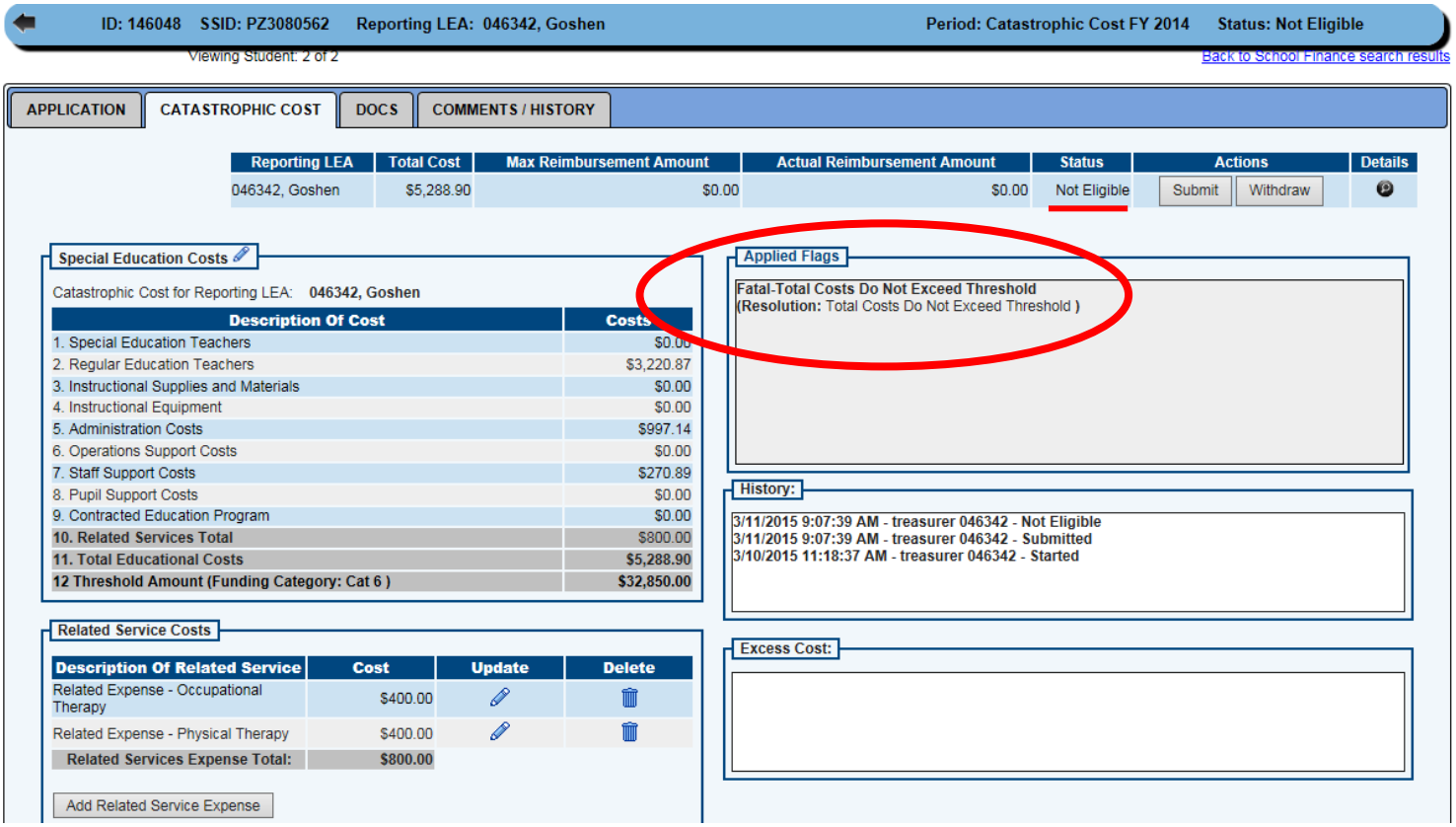
Treasurers or superintendents can *Submit* an application that is in the *Started* or *District Reviewed* status. By submitting a Catastrophic Cost application, the superintendent or treasurer is certifying that to the best of their knowledge the student meets the program's eligibility criteria and that the reported costs are legitimate and accurate. To submit the application, go to the Catastrophic Cost tab and click the *Submit* button.



Once an application has been submitted, the status will change to *Submitted* and the date/time stamp will be added to the *History* box.



Important! The system will automatically check the student's eligibility based on the information provided. To be eligible the student must have a disability status in EMIS that falls in special education categories 2 through 6 and total education costs incurred must exceed the statutory thresholds amounts. If either one of these two conditions does not exist, the application will be given a status of *Not Eligible*. The systems will also apply a flags that indicates the reason the application is not eligible. The user can open a Not Eligible application and either edited and resubmit it or withdraw the application.



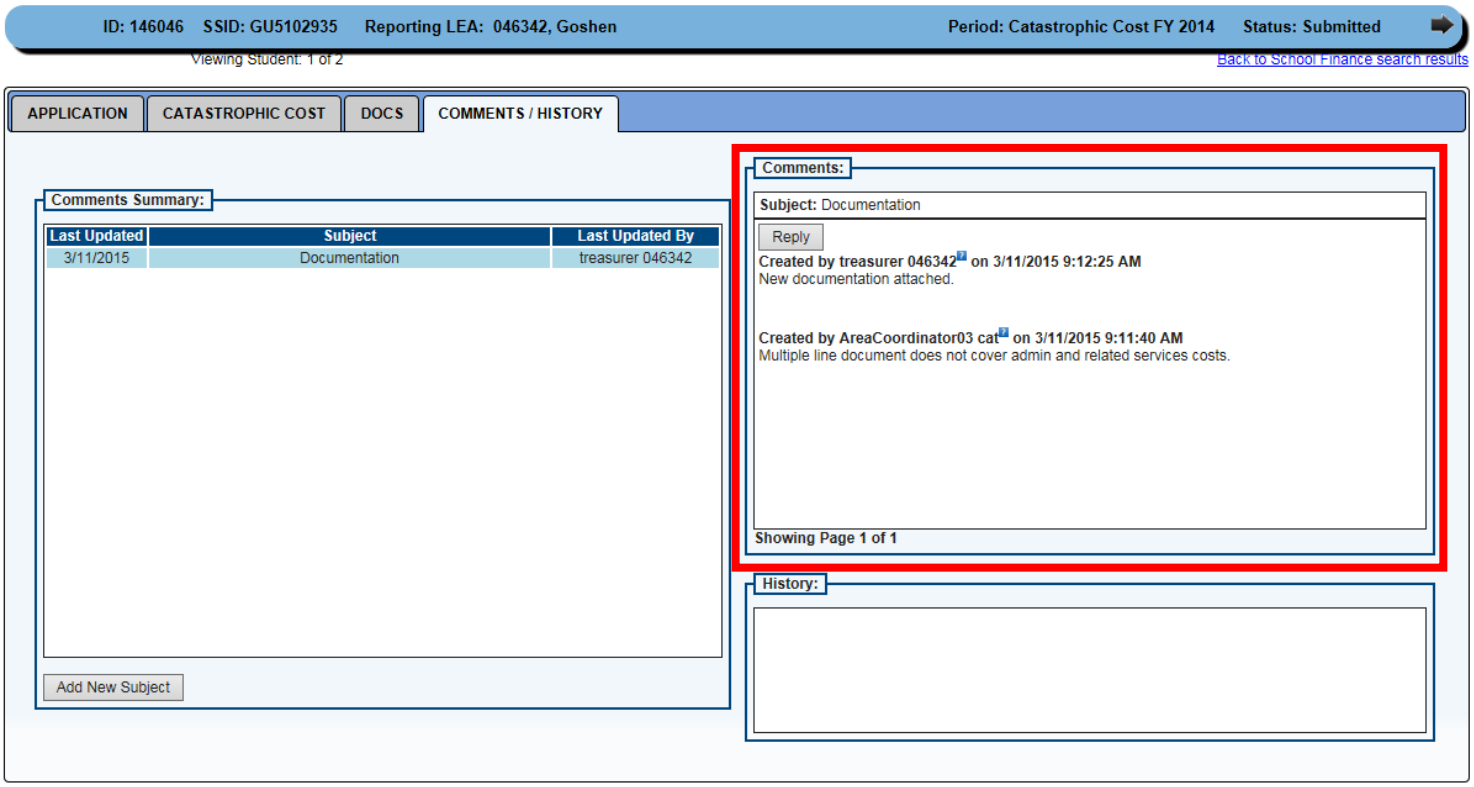
Applications with a *Submitted* status cannot be changed by the district.

When a status becomes *Submitted* it will be sent to the Area Coordinator for review. After that, a few things can happen:

1. Your area coordinator can approve the catastrophic cost application which will change its status to *Approved.*
2. The area coordinator can put the application on hold while awaiting more information (Status = ODE On Hold)
3. Your area coordinator can send the application back to the district for correction. If this were to happen, the status will show as *Correction Needed* and a flag should be applied to indicated what needs corrected.

COMMENTS / HISTORY

If there are any notes between the District and Coordinator, they can be found in the Comments/History tab of the individual student application.



Student Application Statuses

Started	*This means the application was created but has not been completed or submitted. Applications can only be started by successfully uploading a student with the Student Upload spreadsheet.*
Data Issue	*This means there was a conflict with EMIS data for the SSID, contact your area coordinator for assistance.*
District Reviewed	*This status is applied only when a person with data entry role has completed the application and the application is ready for review by the superintendent and treasurer.*
Submitted	*Applications can only be submitted by the district's superintendent or treasurer. By submitting the application the superintendent or treasurer is indicating that the application is completed, accurate, and ready to be reviewed by the area coordinator.*
ODE On Hold	*This means that the area coordinator has looked at the submitted application but is waiting on more information from the district before approving.*
Correction Needed	*This status means the area coordinator has return the application for correction. Comments or flags should have been attached to the application to indicate what needs corrected.*
Not Eligible	*This status is applied by the system whenever the applications contains either a student with a disability category of 1 or the costs do not exceed the statutory threshold amount to be eligible for reimbursement.*
Approved	*This means the application was reviewed and approved by the area coordinator.*
Withdrawn	*This means an application previous created has been withdrawn and will not be processed for payment.*