

# Submitting a Funding Data Appeal

## Superintendent & Treasurer’s Guide

### Read First

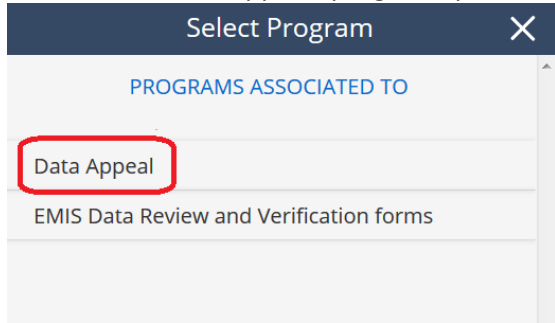
- Funding Data Appeal form can be started and filled out by any of the following roles in OEDS: EMIS Coordinator, Treasurer, Superintendent, Superintendent-Designee
- **The treasurer MUST approve the funding appeal form first. Only then will the superintendent will see the ‘Superintendent Approved’ button.**
- **Form MUST be in the ‘Superintendent Approved’ status to be considered submitted to the Department**
- See the [Data Appeal](#) webpage for more information

### Step-by-Step Instructions

1. Log into SAFE account and click on “Forms”.

Web Systems	Description
<a href="#">ARRA 1512</a>	ARRA 1512 Reporting
<a href="#">AYP 2012</a>	AYP 2012
<a href="#">Career Technical Education Plan</a>	Career Technical Education Plan Template
<a href="#">CCIP</a>	Comprehensive Continuous Improvement Planning Application
<a href="#">Cleveland Scholarship</a>	Cleveland Scholarship Application
<a href="#">Collaboration Center</a>	Collaboration Center
<a href="#">Comparability</a>	Comparability Report
<a href="#">Compliance</a>	Compliance Tracking System - Self Evaluation
<a href="#">CSADM_FLI</a>	View Reports for Federal Allocation of Economically Disadvantaged
<a href="#">CTE 26</a>	Career Technical Education 26
<a href="#">Decision Framework</a>	Decision Framework Application Suite
<a href="#">EdChoice</a>	Educational Choice Scholarship Application
<a href="#">ELI Teacher Credentials Application</a>	ELI Teacher Credentials Application
<a href="#">ELISA</a>	Early Learning Integrated Suite Application
<a href="#">Exceptional Children</a>	Gifted, Monitoring, Autism, Procedural Safeguards
<a href="#">FLICS</a>	Federal Low Income Count System
<a href="#">Forms</a>	Electronic Forms and Waiver Submission
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">GED</a>	GED
<a href="#">MOE</a>	Maintenance of Effort
<a href="#">NPDS</a>	NonPublic Data System
<a href="#">NS3</a>	Nonpublic School Services System
<a href="#">ODE.CORE</a>	Online Licensure System
<a href="#">OhioMeansJobs K-12 Reporting Tools</a>	OhioMeansJobs K-12 Reporting Tools
<a href="#">Preschool Special Education State Unit Funding</a>	Preschool Special Education State Unit Funding
<a href="#">SAFE District Reports</a>	SAFE District Reports

2. Click on the “Data Appeal” program option.



3. Use the dropdown menu for “Program Period” to select the appropriate data appeal year. For example, to find the FY18 Funding data appeal, choose “Data Appeal FY2018”.

### Compliance Search

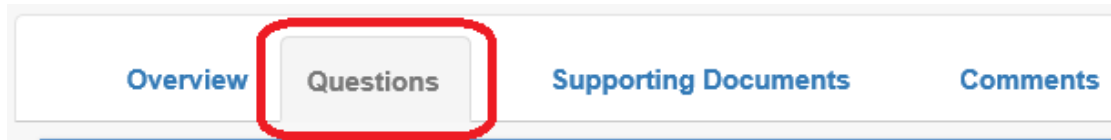
The screenshot shows the "Compliance Search" interface. There are two tabs: "BASIC SEARCH" (active) and "MISCELLANEOUS SEARCH". Under "BASIC SEARCH", there are three input fields. The first is a dropdown menu labeled "Program Period" with "Data Appeal FY 2018" selected, highlighted by a red box. The second is a text input field labeled "Organization IRN". The third is a text input field labeled "Organization Name".

4. After selecting a program period, click “Search”.
5. In the search results at the bottom of the page, find “Data Appeal 2018”. Click the magnifying glass to “View Details”.



### Search Results

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	# SURVEYS	REPORT	DETAILS
Data Appeal FY 2018	District Name	District IRN	2		

6. Select the “Questions” tab.



- To start a new data appeal or continue working on an existing appeal, click the “View Details” button in the “Details” column of the “Survey Plan” you have selected to complete.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Appeal for Funding	10/04/2017	10/04/2017	In Progress		

- For the Funding Data Appeal, choose “Data Appeal for Funding”
- Please note that depending on the size and shape of your screen, you might need to scroll down after clicking the ‘View Details’ button to see the appeal form.**
- Complete the Description, Impact Evaluation, Corrective Action Plan sections.
- During any time, you may jump back to prior pages by clicking the gray box next to the desired section.

Description	
Impact Evaluation	1
Corrective Action Plan	4
Upload Data	1
Acknowledgement	1

- In the Upload Student Data section, click the “Add Document” icon to upload an excel file(s) that includes the impacted SSIDs, the data that was misreported, and the corrected data. Do not include student names or social security numbers. Providing this information is required.



- Choose “Data Appeal Supporting Documentation”

**Document Upload**

Document Type  
Data Appeal Supporting Document

Drag and Drop

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the documents(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted  
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png.

Close

14. Select the file(s) to upload by dragging the files or clicking “Browse for files”.

15. Click the “Refresh Doc List” to verify that files were loaded.



16. After the file(s) are successfully uploaded, check the “Uploaded Student Data” box. Click “Save” then “Next”.

**Questions**

Section : Upload Student Data Question Count : 1

» Question 1

**\*\* Upload an excel file(s) that includes the corrected financial data.**

This information will be used to evaluate the appeal, only. If approved, the district may need to provide further information regarding the corrected data in accordance within the timeline determined by the Office of Data Quality.

Uploaded corrected financial data

< Previous Next >

17. In the Acknowledgement” section, if all requirements are satisfied, certify by checking each corresponding box. Include the name of the EMIS Coordinator(s) and Treasurer consulted. All boxes must be checked to proceed. When finished, click “Save”.

## Questions

Section : Acknowledgement Question Count : 1

» Question 1

\*\* The signatures below certify the following:

\* The district has completed this appeals form in consultation with the district Superintendent, Treasurer, and EMIS Coordinator.

\* Name of the Treasurer consulted:

\* Name(s) of EMIS Coordinator consulted:

\* The district has compiled all documentation supporting any corrections to the data.

\* The district acknowledges that the data submitted during Calendar (C), Staff/Course (L) and/or Student (S) EMIS reporting, any data corrected as a result of the 2017 Funding Data Appeals process, and all supporting documentation are subject to audit by the Department of Education and/or the Auditor of State.

\* The district has included in their 2017 Funding Data Appeals application a Corrective Action Plan that includes details the steps the district will take to mitigate future data reporting errors. The district will fulfill the requirements of the Corrective Action Plan regardless of whether their 2017 Funding Data Appeals application receives final approval by the department.



18. After clicking “Save”, your district is ready to complete the two-part approval process required to submit the funding data appeal. First the treasurer must log into SAFE, find the funding data appeal form, and bring up the Acknowledgement section. The treasurer must click the “Treasurer Approved” box on the left side of the screen.

Introduction	0/1	<input type="checkbox"/>
What are Superintendents and Treasurers being asked to verify?	0/1	<input type="checkbox"/>
Data Verification	1/1	<input checked="" type="checkbox"/>
Acknowledgement	1/1	<input checked="" type="checkbox"/>
<input type="button" value="Treasurer Approved"/>		

19. After clicking the “Treasurer Approved” box, the treasurer will get the following pop up box and MUST click “OK”.

Message from webpage

Are you sure you want to mark this survey as Treasurer Approved?

OK Cancel

20. The data appeal will now reflect a status of “Treasurer Approved”. Note that the superintendent will not see their approval box until after the treasurer completes the approval process.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Appeal for Funding	09/18/2017	09/18/2017	Treasurer Approved		

21. After the funding data appeal is in the “Treasurer Approved” status, the superintendent should log into SAFE and locate the Acknowledgement section of the form using the steps outlined throughout this document. The superintendent should click the “Superintendent Approved” box on the left side of the screen

Introduction 0/1

What are Superintendents and Treasurers being asked to verify? 0/1

Data Verification 1/1

Acknowledgement 1/1

Superintendent Approved

22. After clicking the “Superintendent Approved” box, the superintendent will get the following pop up box and MUST click “OK”.

Message from webpage

Are you sure you want to mark this survey as Superintendent Approved?

OK Cancel

23. The survey will reflect “Superintendent Approved” after the superintendent approves. When the form is status “Superintendent Approved”, your district is finished.

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Appeal for Funding	10/04/2017	10/04/2017	Superintendent Approved		