

# How to Submit a Finance Data Appeal

## Treasurer’s Guide

### Read First

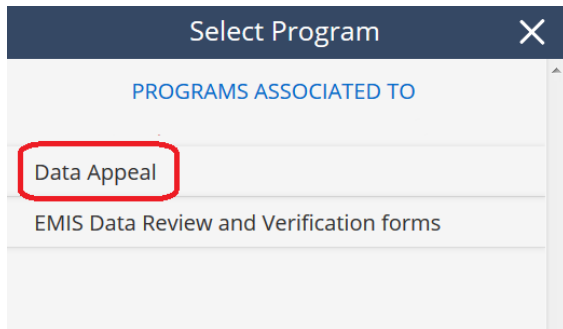
- Data Appeal form can only be started, filled out and approved by the Treasurer
- ONLY the Treasurer will see the ‘Treasurer Approved’ button
- ONLY the Treasurer is required to approve the data review form
- See the [Data Appeal](#) webpage for more information
- **Form MUST be in the ‘Treasurer Approved’ status to be considered submitted to the Department**
- These instructions include 5 pages

### 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.

### Compliance Search

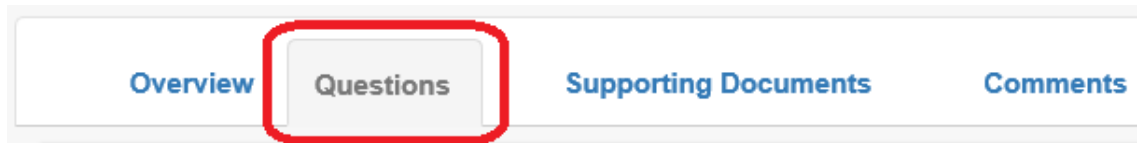
The screenshot shows the 'Compliance Search' form. It has two tabs: 'BASIC SEARCH' and 'MISCELLANEOUS SEARCH'. The 'BASIC SEARCH' tab is active. The 'Program Period' dropdown menu is highlighted with a red box and shows 'Data Appeal FY 2018'. Below it are input fields for 'Organization IRN' and 'Organization 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 Graduate & Prepared for Success	11/02/2017	11/02/2017	Started		
FY 2017 Data Appeal for Finance	09/29/2017	09/29/2017	In Progress		

- 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 Data section, click the “Add Document” icon to upload an excel file(s) that includes the financial data that was misreported and the corrected data. This information will be used to evaluate your appeal.



- 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 document(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

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

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



15. After the file(s) are successfully uploaded, check the confirmation 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 >

16. In the Acknowledgement” section, if all requirements are satisfied, certify by checking each corresponding box. Include the name of the EMIS Coordinator(s) 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 EMIS Coordinator.

\* Name of EMIS Coordinators consulted:

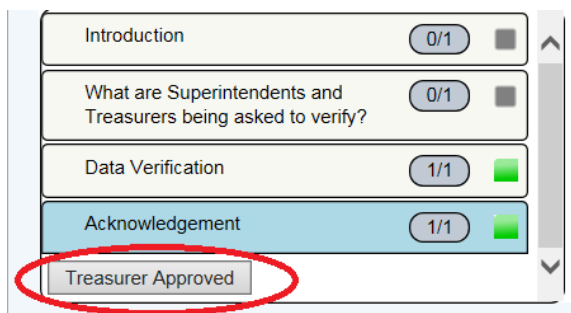
The district has compiled all documentation supporting any corrections to the data.

The district acknowledges that the data submitted during financial EMIS reporting, any data corrected as a result of the appeals process, and all supporting documentation are subject to audit by the Department of Education and/or the Auditor of State.

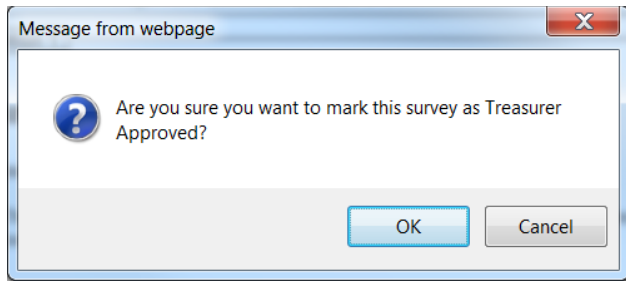
The district has included in their appeals application a Corrective Action Plan that includes details the steps the district will take to mitigate future data reporting errors. The district will fulfill the requirements of the Corrective Action Plan regardless of whether their appeals application receives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



17. After clicking “Save”, you will see a “Treasurer Approved” box appear on the left side of the screen.



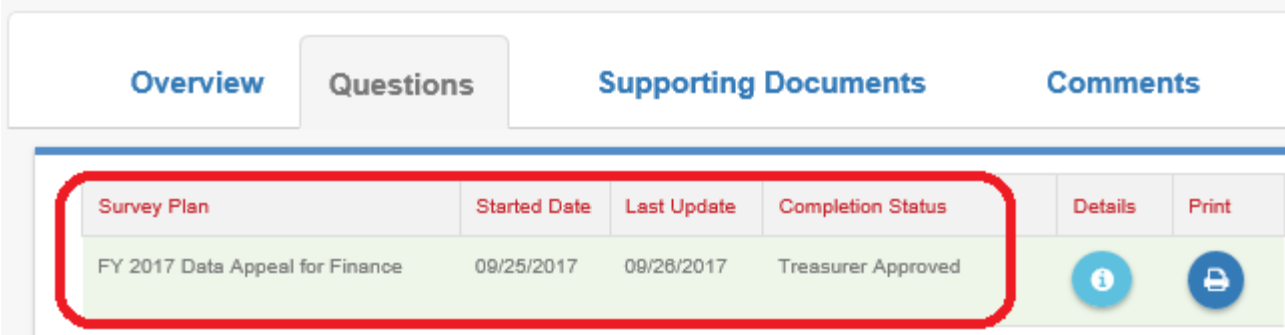
18. To certify, click the “Treasurer Approved” box. After clicking this box, you will get the following pop up box.



19. Click “OK”. You will receive a final message acknowledging your status.

20. The survey will reflect “Treasurer Approved” after the superintendent approves.

21. When the form is status “Treasurer Approved”, your district is finished.



Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY 2017 Data Appeal for Finance	09/25/2017	09/26/2017	Treasurer Approved	