



Early Childhood Education

Early Childhood Education Grant FY24 Enterprise Application System (EAS) Manual

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Part One: Getting Started

INTRODUCTION

The Enterprise Application System (EAS) manages the Early Childhood Education Grant data. The EAS is a grants application and verification system that includes the Provider Application and Student Applications. The Provider Application contains program administrator information and roles, as well as staff data. Student Applications contain information regarding the student profile and attendance. Access to EAS requires an OH|ID account, application, the proper role in the Ohio Educational Directory System (OEDS), and a completed request for the Early Learning Education Provider tile. The EAS system is open July 1 and closes June 30 of each grant period.

STEP 1: OBTAIN AN OH|ID

Staff responsible for entering information about the program, teacher, and student data must have an OH|ID account. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access the Department of Education and other statewide applications more securely and streamlined. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

The [OH|ID-Account-Creation-Job-Aid](#) provides step by step directions on creating a new OH|ID and Department of Education Profile. Staff must link their OH|ID account to Department of Education to view ECE Grant applications. Visit [Department of Education OH|ID Portal Help](#) for additional information.

STEP 2: ASSIGN OEDS ROLES

The EAS application can be used once individuals have been assigned specific roles in OEDS and should begin by assigning the OEDS Administrator. The OEDS Administrator will be responsible for assigning roles to other program staff. Contact Megan.Shuler@education.ohio.gov for information on establishing or changing an OEDS Administrator.

The OEDS Administrator must also assign the Data Entry- Early Childhood Education Role to enter program data in EAS. Below is a step-by-step guide to assigning roles in OEDS.

Assigning Roles in OEDS

<p>Log in to OH ID. https://ohid.ohio.gov</p> <p>Choose the OEDS Application and Open App.</p>	
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Enter your IRN or Organization name in the Search for your Organization tab.

SEARCH ORGANIZATION

Search Organizations

Org Name, IRN, County, City

You should see a screen similar to this.

OVERVIEW
Your District/School Name Here (123456)

OVERVIEW GENERAL LOCATION PERSONNEL RELATIONSHIP

Organization

NAME: Your District/School Name Here

ORGANIZATION TYPE: Public School

IRN: 123456 GRADE LEVEL: 3-5

STATUS: Open COUNTY: Franklin

PHONE: 555-555-1234 FAX: 555-555-1235

EMAIL:

WEB URL:

SHOW OR UPDATE ORGANIZATION DETAILS

Address

Physical Address

ADDRESS: 123 Fake St. COUNTY: Franklin

CITY: Columbus STATE: OH ZIP: 43002

Mailing Address

ADDRESS: 123 Fake St. COUNTY: Franklin

CITY: Columbus STATE: OH ZIP: 43002

SHOW ALL OR UPDATE ADDRESSES

Relationships

Hierarchy Organization

NAME: District Name Here

IRN: 123457 PHONE: 555-555-9876

EMAIL: Fake email@DistrictName.org

SHOW ALL OR UPDATE RELATIONSHIPS

Roles

Principal

NAME: Adam Smith

STATUS: Active PHONE:

EMAIL:

SHOW ALL OR UPDATE ROLES AND PERSONS

To add or remove a role, click on Show All Roles and Persons in the Roles box.

The OEDS Administrator is the only person that can add or remove roles. If you do not have an assigned OEDS Administrator, please email earlychildhoodeducation@education.ohio.gov.

Roles

OEDS-R Organization Administrator

NAME: Adam Smith

STATUS: Active PHONE:

EMAIL:

SHOW ALL ROLES AND PERSONS



The Personnel tab details page should look similar to this.

Here you can see the **“Roles Available to This Organization”** box which is where the current list of roles that can be assigned are displayed, as well as the **“Persons in This Organization”** box which is where you can find a list of all roles assigned to a specific person in your organization.

The screenshot shows the 'Personnel' tab for a district/school. It has two main sections: 'Roles Available to this Organization' and 'Persons in this Organization'. The 'Roles Available' section lists various roles with their descriptions and the number of persons currently assigned. The 'Persons in this Organization' section lists individuals with their roles, dates, and contact information. A red arrow points from the text in the first panel to the 'Roles Available' section in this screenshot.

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
SUPERINTENDENT DESIGNEE	Superintendent Designee	3 Person	+	-
SUPERINTENDENT	Superintendent	1 Person	+	-
SUPERVISOR-EARLY CHILDHOOD EDUCATION	Sup-Early Childhood Education	1 Person	+	-
SUPERVISOR-PRESCHOOL HANDICAPPED-EARLY EDUCATION OF THE HANDICAPPED	Sup-Preschool Handicapped	1 Person	+	-
SUPERVISOR-TRANSPORTATION SERVICES	Sup-Transportation Services	1 Person	+	-
ASSISTANT SUPERINTENDENT	Assistant Superintendent	0 person	+	-
ASSISTANT SUPERINTENDENT-ADMINISTRATIVE SERVICES	Assist Sup-Admin Services	0 person	+	-
ASSISTANT SUPERINTENDENT-BUSINESS/FINANCIAL SERVICES	Assist Sup-Bus/Finance Svcs	0 person	+	-
ASSISTANT SUPERINTENDENT-CURRICULUM/INSTRUCTIONAL SERVICES	Assist Sup-Curriculum/Inst Svc	0 person	+	-
ASSISTANT SUPERINTENDENT-EDUCATIONAL PROGRAMS	Assist Sup-Educational Program	0 person	+	-

NAME	ROLE ASSIGNED	DATE OF BIRTH	LAST 4 SSN	SAFE ACCOUNT	PERSON TITLE	ROLE STATUS	ROLE START DATE	ROLE END DATE	ADD	EDIT	REMOVE
ADAM SMITH	COORDINATOR-SAFETY PLAN	10/05/1970		Yes	Director of Facilities and Properties	ACTIVE	07/02/2018	12/31/2050	+	✎	-
ADAM SMITH	OCLGPS	03/05/1985		Yes		ACTIVE	07/15/2019	12/31/2050	+	✎	-

To add or remove a user from a Role, it often is easiest to search for the role name in the **“Roles Available to This Organization”** box. Using the search bar in this box will simplify the search by filtering the list of roles shown.

This screenshot shows the 'Roles Available to this Organization' section with a search bar at the top right. The search bar contains the text 'CCIP'. The list of roles is filtered to show only those containing 'CCIP' in their description.

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
CCIP AUTHORIZED REPRESENTATIVE	CCIP Authorized Rep.	1 Person	+	-
CCIP FISCAL REPRESENTATIVE	CCIP Fiscal Rep.	0 person	+	-
DATA ENTRY FUNDING-CCIP	Data Entry Funding-CCIP	0 person	+	-
DATA ENTRY PLANNING-CCIP	Data Entry Planning-CCIP	0 person	+	-
DATA VIEW FUNDING-CCIP	Data View Funding-CCIP	0 person	+	-
DATA VIEW PLANNING-CCIP	Data View Planning-CCIP	0 person	+	-

With the list of available roles filtered you can now use the **Green +** button to add a user to that role or the red trash can button to remove a user from that role.

Note: Some roles only allow one person to be assigned at a time. In this case, if changing a role to a different person, you will need to remove the currently assigned person before adding a new one.

This screenshot shows the 'Roles Available to this Organization' section with the search bar still set to 'CCIP'. A red box highlights the 'CCIP AUTHORIZED REPRESENTATIVE' role, which currently has 0 persons assigned. The 'ADD PERSON(S)' button (green +) is visible for this role.

ROLES IN ORGANIZATION	DESCRIPTION	NO. OF PERSONS IN ROLE	ADD PERSON(S)	REMOVE PERSON(S)
CCIP AUTHORIZED REPRESENTATIVE	CCIP Authorized Rep.	0 person	+	-
CCIP FISCAL REPRESENTATIVE	CCIP Fiscal Rep.	0 person	+	-
DATA ENTRY FUNDING-CCIP	Data Entry Funding-CCIP	0 person	+	-
DATA ENTRY PLANNING-CCIP	Data Entry Planning-CCIP	0 person	+	-
DATA VIEW FUNDING-CCIP	Data View Funding-CCIP	0 person	+	-



Click the **Green +** to the role you wish to assign.

Click “Assign a New Person to This Role”.

Add the person’s First and Last name and date of birth.

The search results will display the name and date of birth for any possible matches to your search. Select the person to assign a role.

You may need the last four digits of the Social Security number if more than one names are listed.

Note: If you are unable to find a user, they may not have completed the set up their OH|ID account or their Department of Education Profile. **Both steps must be completed before a user can be assigned a role in OEDS.**

Once you have selected a user for assignment, a confirmation screen will appear.

If the information is correct, click the green **Save** button to add the user.



STEP 3: ELE APPLICANT TILE

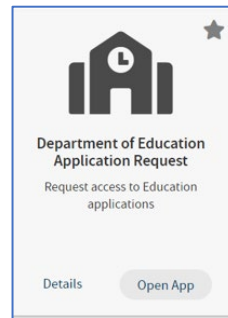
Once a staff's OH|ID is established and role added to OEDS, the staff will need to request the ELE Provider Application tile. The ELE tile request will allow the staff to have the EAS application on their OH|ID account. When requesting access, please provide the program name and 10-digit ECE Grantee IRN, staff name, and a role in the Organization. Entering any data into EAS will only be possible once approval has been received from an ECE team member.

Submitting ELE Provider Request

1. Log in to **OH|ID**.

<https://ohid.ohio.gov/>

2. Open the Department of Education Application Request application in this tile.



3. Choose the Application: **Early Childhood Education**, and the Membership Requested: **ELE Provider Applicant**, and type your **ECE Grantee Name, IRN, Staff Name, Staff Role** in the reason box for requesting the application and click **Submit**.

Requests will be reviewed and approved by the Early Childhood Education Office.



Part Two: Provider Application

OVERVIEW

Creating and submitting the Provider Application is the first task the OEDS administrator must complete at the beginning of each fiscal year. Provider Applications are due September 1 or within 30 days after initial award notification. Below is a step-by-step guide on creating or renewing a Provider Application for the new fiscal year.

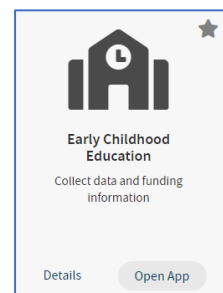
Special Notes on Provider Application

- The OEDS administrator is the only role that has access to begin the Provider Application.
- The Personnel tab contains the staff associated with the roles for the ECE Grant. Personnel staff must have an OH|ID account before being added to the system.
- The Staff tab contains Lead Teacher information, and the teaching staff does not need an OH|ID account.
- Administrators should only be added as a Lead Teacher if they spend 50% or more-time teaching in the classroom.
- The Status/Flag is where the program will submit the Provider Application.

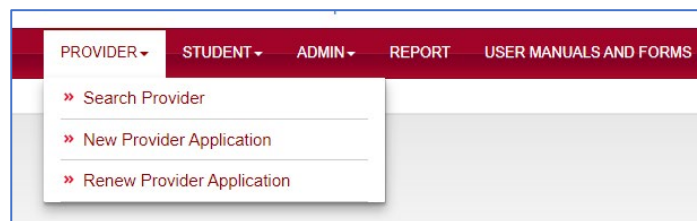
Create a Grantee Provider Application

1. Log into **OH|ID** and select the **Early Childhood Education Application**.

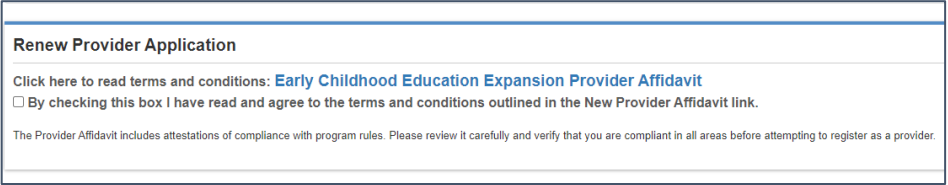
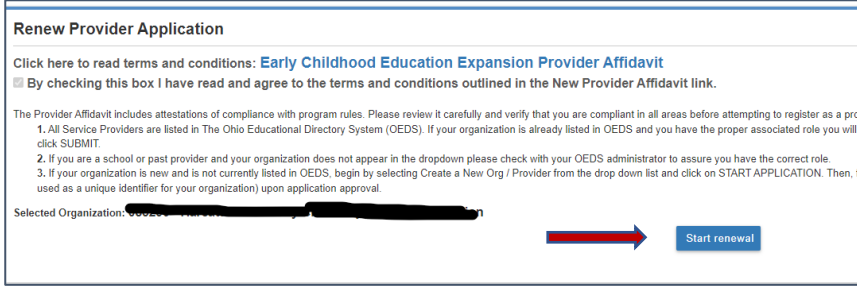
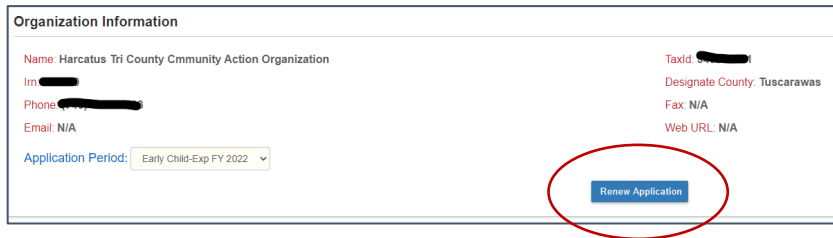
<https://ohid.ohio.gov/>



2. Click on the Provider drop-down menu and select **Renew Provider Application** (if program has previously participated in ECE Grant) or **New Provider Application** if the program is new to the ECE Grant in FY24.





<p>3. Select the Provider Affidavit link. Read the affidavit in its entirety and select the check box to proceed.</p>	
<p>4. Click Start Renewal after reading statements.</p> <p>New Grantees will need to select the Organization and click Start Application).</p>	
<p>5. Choose the appropriate application period from the drop-down and click Renew Application or Submit button.</p>	



PERSONNEL TAB

After an application has been created, the various tabs at the top of the screen will be utilized to complete the application before submission. The *Personnel Tab* contains all staff (non-teaching) who will enter and edit data into the system regarding the provider, teachers and/or student information. Associated roles that will need to be assigned in EAS are:

OEDS Organization Administrator: the OEDS Administrator can assign roles to other program staff within the CCIP, EMIS, and EAS systems.

CCIP Authorized Representative- a lead person with ultimate responsibility in an organization. This person approves the final Funding Application, Budget Revision Requests, and the Final Expenditure Report. The Superintendent is the equivalent to this role in a school district.

CCIP Fiscal Representative- the person in an organization responsible for fiscal matters. This person approves the Funding Application, Budget Revision Requests, Project Cash Requests, and the Final Expenditure Report. The Treasurer is the equivalent of this role in a school district.

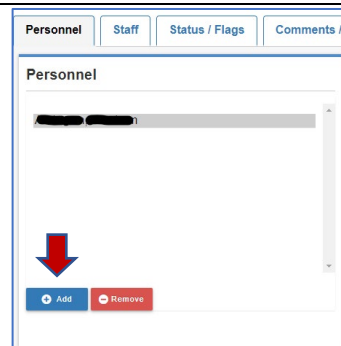
Data Entry- Early Childhood Education- the person responsible for reporting child, teacher, and program data in EAS. Grantees should limit Data Entry -Early Childhood Education personnel to no more than six individuals.

Special Notes for Personnel Staff

- Before beginning, ensure those being entered in the Personnel tab already have OH|ID accounts.
- If only one person is 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 Data Entry- Early Childhood Education. This combination will allow that person to perform all the required tasks in this system.
- Any roles associated with EAS should be updated in the Provider Application if changes occur during the grant year.

Adding Personnel and Assigning/Editing Role Assignments

1. Click the **Add** button to begin adding personnel associated with the Organization.





2. Enter the last name and date of birth provided and click the **Search** button.

The message *No Results Returned* will display If the staff member to be added is not located. Direct staff to obtain an OH|ID account and check to see if the OH|ID account is linked to Department of Education.

The 'Add New Personnel Search' form contains the following fields: 'First name:' (text input), '* Last name:' (text input), 'DOB:' (text input with a calendar icon), and 'SSN:' (text input with a mask 'XXXXXXXXXX'). At the bottom, there are 'Cancel' and 'Search' buttons.

3. Select the respective role and click the **Add** button next to the appropriate name.

The 'Search Results' table displays the following data:

FIRST NAME	LAST NAME	DOB	ROLE	ADD
Megan	[REDACTED]	10/17/ [REDACTED]	[Select]	[Add]
Ssn4	[REDACTED]		[Select]	

Below the table, it says 'Showing 1 to 1 of 1 entries'. A red arrow points to the 'Add' button in the first row.

4. To add additional roles or remove a role, select the name(s) of personnel and the role to be designated.

Click the **Arrow** button to add/remove the highlighted role.

The 'Available Roles' table shows the following data:

Available Roles
Data Entry - Early Childhood Education

The 'Assigned Roles' table shows the following data:

Assigned Roles
CHIP Fiscal Representative

Between the two tables, there are 'Add Role' and 'Remove Role' buttons. A red circle highlights these buttons.



STAFF TAB

The Staff tab contains data about Lead Teachers who work with Early Childhood Education Grant-funded children. OH|ID accounts are not required for teaching staff, and Lead Teacher information is later connected to the students in their classroom. Updating any Lead Teacher changes in the EAS Provider Application is important if changes occur during the grant year.

Special Notes for Teaching Staff

- Administrators should only be added to the Staff tab if they serve 50% or more of their time teaching in the ECE Grant-funded classroom.
- A staff member's BCI date is optional for the application and can be skipped.
- Only Lead Teachers are needed in the EAS system, and Grantees do not need to add support professionals such as teaching aides.
- A degree must be added, including High School.

Adding Teaching Staff Information

1. Click the **Add Staff** button to begin adding Staff associated with the Organization.

Staff List

+ Add Staff - Remove Staff

2. Enter either the state staff ID (teaching license number) OR last name and date of birth and click the **Search** button.

The message *No Results Returned* will display if the staff member is not located. Select the **Here** button to add a new staff member and proceed to the next step.

Search New Staff

IMPORTANT: Search results will include records with no SAFE account.

If you know the staff member's State Staff ID, please enter it below. Otherwise use the staff personal information to search for the staff.

* State Staff ID:

- Or -

First Name Last Name

* DOB SSN: (Last 4)

* - indicates required fields.

Cancel Search

* - indicates required fields.

No Results Returned

Click **Here** to add a new Staff.



3. The **Create New Staff** box should now be displayed. Add the following information:
- First, middle and last name.
 - Date of birth.
 - Last four digits of the Social Security number.
 - Phone number and email address (if available)
- Select **Add New Staff** button.

The 'Create New Staff' form is displayed. It contains fields for First Name, Middle Name, Last Name, Suffix, Date of Birth, Last four digits of SSN#, Phone, and Email. The 'Add' button at the bottom right is circled in red.

4. Highlight the staff members' name under **Staff List** to add additional information.
- Employment:** Click on the pencil next to **Employment Details** and complete the fields. Click **Save** when done.

Only Lead Teachers are needed in the EAS system. Grantees do not need to add support professionals such as teaching aides. **The BCI portion is not required.**

The 'Employment Details' form is displayed. It contains fields for Position Title (Preschool Teacher), Employment Type (Fulltime Employee), Employment Start Date (06/08/2022), Employment End Date ((mm/dd/yyyy)), >Most Recent BCI: (Non-Core), and Most Recent FBI: (Non-Core). The 'Save' button at the bottom right is highlighted.

5. Click the **Add Degree** button under Degree section and complete the fields. Click **Add** button once done.

Each staff member must have a degree for the application to be approved, including High School Diploma or GED.

The 'Add Degree' form is displayed. It contains fields for Degree (Bachelor's Degree), College/University (Ohio University), Field of Study (Early childhood education), Completed? (checkbox), and Anticipated Degree Completion Date. The 'Add' button at the bottom right is highlighted.



- Staff members who hold a certificate not issued by the Ohio Department of Education can add the certificate information. Go to **Add Certification** under Certifications section and enter information into the fields.

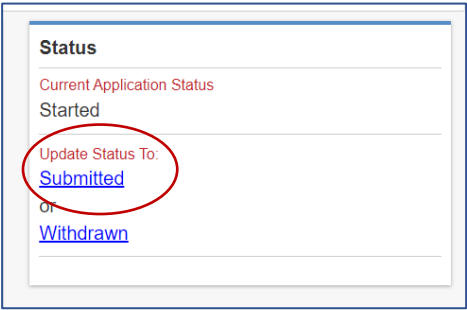
The image shows a web form titled "Add Certificate" with a red close button in the top right corner. The form contains four required fields, each marked with an asterisk (*): "Certificate Name", "Issuer", "Number", and "Expiration Date". The "Expiration Date" field includes a placeholder "(mm/dd/yyyy)". A small note below the fields states "* indicates required fields." At the bottom of the form, there are two buttons: a red "Cancel" button with a circular icon and a green "Add" button with a plus icon.



STATUS/FLAGS TAB: COMPELTING THE PROVIDER APPLICATION

The **Status/Flags Tab** contains status information and flags that warn of needed corrections to the application. Once all other sections of the application are complete, this tab also allows the application to be submitted to department staff.

An ECE team member will approve the provider application once submitted. The approval message will be sent to the email addresses connected to the OEDS Administrator.

<div>1. Click Submitted when the Provider Application is complete. This will notify department staff that the Provider Application is complete and ready for review.</div>	<div></div>
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Part Three: Student Application

OVERVIEW

Grantees can begin to create Student Applications once the Provider Application is submitted and approved. Student Applications serve two purposes. First, a Student Application allows a Statewide Student Identifier (SSID) to be created or matched. Second, the Student Application is where Grantees will record attendance, the staff connected to the student and demographic information. Student Applications must be submitted by September 30 or within 30 days of enrollment.

STUDENT APPLICATION WORKFLOW

Student Application Status Definitions

Started: The Grantee has started a Student Application but is still waiting to be ready to submit for approval. The Grantee is still gathering necessary data to submit.

Submitted: The Grantee has entered all information, uploaded the age verification documentation or age verification and has changed the status to Submitted on the status/flag tab. An ECE team member will review the application once it's moved to submitted status. Grantees can begin to serve a child as long as all required documentation is on file at the site location and can begin to record monthly attendance once in submitted status.

Under Review: An ECE team member has reviewed the Student Application, and it has been moved on to a third party to have an SSID assigned. Under Review means that all information is correct. Any changes to the student application cannot be made once moved to Under Review status. Contact Earlychildhoodeducation.ohio.gov if the student needs to be withdrawn or if the application information has changed.

Eligible: The Student Application has been assigned a SSID or an SSID matched. The student is now considered eligible for funding reimbursement. Attendance must be recorded monthly. Please note it can take a few weeks for the child to be eligible in the EAS system. ***Grantees should not wait on the eligible status to begin providing services to a child as long as they have verified the child's age and determine the family meets the income guidelines, when applicable.***

Correction Needed: An ECE team member has reviewed the Student Application and there is an issue with the information provided. Grantees can review the Comments/History tab in the Student Application to review notes. Any comments or notes left in this area do NOT get emailed to the ECE team. Please email us questions or comments to Earlychildhoodeducation.ohio.gov.

Not Eligible: The information provided in the Student Application does not meet ECE Grant requirements. Grantees can view the Comments/History tab in the Student Application to review notes.

Withdrawn: Any student who never started, no longer attends, or has not attended a minimum of 50 hours, must be moved to withdrawn status. This can be done by the Grantee or an ECE team member depending on the status of the application. An application in started, submitted, correction needed, and eligible status can be changed to withdrawn by the Grantee. Grantees can also ask the ECE team to withdraw a Student Application by emailing Earlychildhoodeducation.ohio.gov. Please only include one data identifier in the email. (SSID or Child's Last Name, First Initial)



CREATING A NEW STUDENT APPLICATION

A Student Application must be created for all ECE Grant funded children. Grantees can follow the step-by-step directions listed below for a student new to their program. Follow the **Renewing a Student Application** instructions for any student that is returning for a second year of ECE Grant funding.

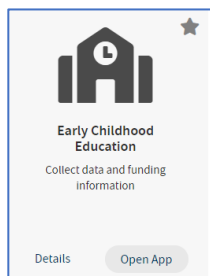
Special Notes on Student Applications

- Student information must match the age verification documentation. This includes the mother's name and the student's full middle name. Grantees should use the information on the age verification documentation and not the what the family provided on an enrollment application.
- Special characters in a student's name may delay or cause an error in assigning an SSID.
- ECE Grant funding does not require the Grantee to obtain a student's social security card. Do not upload social security cards. Uploading a social security card in the age verification documents will send a student application to correction needed status.
- The city of birth is not listed on Ohio birth certificates. Grantees should use "Ohio" as the city for any student that has an Ohio birth certificate.
- The enrollment date should be the day the child started, not the date of when the student application was created.
- It can take a few weeks for the child to be eligible in the EAS system. **Grantees should not wait on the eligible status to begin providing services to a child as long as they have verified the child's age and determine the family meets the income guidelines, when applicable.**

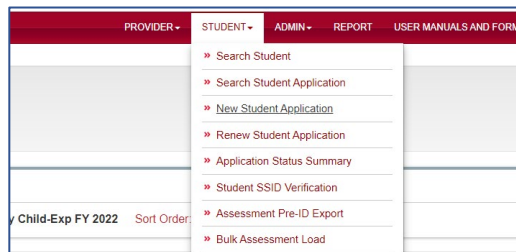
Adding Student Application

1. Log into **OH|ID** and select the **Early Childhood Education Application**.

<https://ohid.ohio.gov/>



2. Click on the **New Student Application** button in the student drop-down to add a new student application.





3. Begin by searching to see if the student is in the system. Enter the students' **Date of Birth** and **First, Middle and Last Name**, exactly as it appears on the age verification document.

Click the **Search** button.

If the child comes up because another program has entered them, please email the [ECE Team](#) to complete the transfer to your program.

Student Search for Creating a New Application

Application Period
Early Child-Exp FY 2022

*Student Date of Birth
10/17/2011

*Student First Name

*Student Last Name

SSID

Search Reset

4. To create a new student application, click on the **HERE** button. It will be close to the bottom of the screen and small.

If a student has had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process. Click [HERE](#) to Add a New Student to the system



5. Enter the required **Student Information**.

Student Name

The student's first, middle and last name must be typed in as it appears on the birth certificate or alternative age verification document.

Please use proper capitalization and do not use all caps or all lowercase.

Check the "Student has no middle name" box if the Student does not have a middle name listed on their age verification document. Do not use an initial for a middle name.

Create New Student Application

Student Information

*First Name
Eli

*Middle Name
Student has no middle name

*Last Name
Pappas

*Date of Birth
10/17/2011

*Mother's Maiden Last Name

*Gender
--SELECT--

Suffix
--SELECT--

*Ethnicity
--SELECT--

*Native language
--SELECT--

*Last 4 digit of SSN#

SSN Not Available

*Birth Place City as Listed on the Birth Certificate

*Issuing State
--SELECT--

SSID



Use the suffix drop-down if the Student has a suffix at the end of the name (ex. Jr., III). Do not add the suffix to the last name.

Ethnicity: If two boxes are checked for “Race” please select Multiracial. If Y is indicated for Hispanic or Latino, Select Hispanic for ethnicity.

Social Security: EAS does not require Grantees to collect the Social Security number. Do not enter information.

Birthplace City: Enter what is shown on the birth certificate. If an Ohio birth certificate, list “Ohio” as the city. Most Ohio birth certificates do not list a city. Do not enter the name of the health agency listed at the bottom of the Ohio birth certificate.

6. Next enter the Application Information.

Application Period

Select the Application Period matching the fiscal year the student received Early Childhood Education Grant services.

County and Legal District

Select the County where the legal school district is located and the legal district of resident for the student.

Residency Begin Date

This is the beginning day of the fiscal year (July 1, xxxx) for which the child is enrolling.

Limited English Proficiency:

Select the Language proficiency that best describes the student. (Yes or No)

School Year Grade Level: Select Preschool (ages 3-5)

*First Name: jaina
*Middle Name: Ruth
☐ Student has no middle name
*Last Name: [REDACTED]
*Date of Birth: [REDACTED]
*Mother's Maiden Last Name: [REDACTED]
*Gender: Female
Suffix: ---SELECT---
*Ethnicity: Black, Non-Hispanic
*Native Language: English
*Last 4 Digits of SSN#: [REDACTED]
☐ SSN Not Available
*Birth Place City as Listed on the Birth Certificate: Ohio
*Issuing State: Ohio
SSID: [REDACTED]
* - Required Fields
* - Enter SSN unless no SSN has ever been issued
Cancel UPDATE STUDENT

Application Information
*Application Period: Early Child-Exp FY 2022
*County: ---SELECT---
*Legal District of Residence: ---SELECT---
*Residency Begin Date: 07/01/2021
*Has IEP: Yes No
*Poverty Level: ---SELECT---
*Limited English Proficiency: ---SELECT---
*Provider: ---SELECT---
*Lead Staff: ---SELECT---
*2021-2022 School Year Grade Level: Preschool (ages 3-5)
Cancel CREATE NEW STUDENT APPLICATION

Limited English Proficiency
No
---SELECT---
No
Yes
LEP - Enrolled in U.S. Schools for First Time



Provider

Select the Grantee associated with the student application.

Lead Staff

If the Lead Teacher is not listed in the drop-down list, add this teacher to the Provider Application's Staff tab. Once added, the Student Application can resume.

7. Entering Application Information Cont.

Has an IEP

Children eligible for the ECE Grant due to an IEP should mark a YES. If they are on an IEP, select Parent income information not required or requested or provided. The reason is chosen only when a child is eligible due to an IEP.

Poverty Level

Select the poverty level of the family. Children eligible due to Foster care or Kinship care should select Court ordered protective custody. Children eligible due to McKinney-Vento should select Experiencing homelessness/McKinney-Vento.

Poverty Level

0 - 100%

---SELECT---

0 - 100%

101 - 125%

126 - 150%

151 - 175%

176 - 185%

186 - 200%

Not a preschool student

Parent income information not requested or provided

Court ordered protective custody

Experiencing homelessness/McKinney-Vento

8. Click the **Create New Student Application** button after entering all required information.

Create New Student Application

*First Name
Es

*Middle Name
Student has no middle name

*Last Name
Pappas

*Date of Birth
10/17/2011

*Mother's Maiden Last Name

*Gender
---SELECT---

*Ethnicity
---SELECT---

*Native language
---SELECT---

*Last 4 digit of SSN#

*Birth Place City as Listed on the Birth Certificate

*Issuing State
---SELECT---

*SSID

*Application Period
Early Child-Exp FY 2022

*County
---SELECT---

*Legal District of Residence
---SELECT---

*Residency Begin Date
07/01/2021

*Has IEP
Yes No

*Poverty Level
---SELECT---

*Limited English Proficiency

*Provider

*Lead Staff

*2021-2022 School Year Grade Level
Preschool (ages 3-5)

Cancel CREATE NEW STUDENT APPLICATION



To make any edits to the information entered, search for the student's name under **Search Student**. Click on the student's name. Click the blue edit button next to student information and enter information. Click on **Update Student** once complete.

- Click on the **Application** tab. Review the information that has been auto populated. Edits can be made by selecting the blue edit button.

Grantees can add the Ohio Department of Job and Family Services' License Number or Ohio Department of Education Building IRN.

The **List of Providers** section allows Grantees to edit the enrollment dates if the child has withdrawn from the program. This section also allows to add or transfer a student to another provider.

- Scroll to the **List of Providers** box in the Application tab. Select the pencil icon under **Edit** and enter the enrollment start date. Click Update.

The enrollment date is when the child was enrolled in the program, not the date of when the student application was created. If enrolled and attending before July 1, enter July 1 and year.



11. After reviewing the Student and Application Tab for accuracy, go to the **Docs Tab**. This is where Grantees will upload the age verification.

12. Click on the **Upload Documents** and select **Age Verification**. Drop or upload the age verification documentation and select close. A notarized translation, passport, or residency card can be used if the child's birth certificate is not in English.

13. Go to the **Status/Flags tab**. Click the **Submitted** link to forward the student application to the department for review. The SSID and eligibility status can only be reviewed once the Student Application is in submitted status.



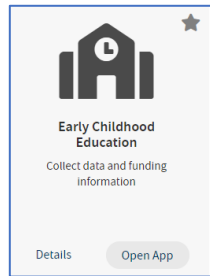
RENEWING A STUDENT APPLICATION

Students returning for a second year of funding can be renewed instead of starting a new Student Application. Renewed Student Applications must be in “eligible” status and have an assigned SSID.

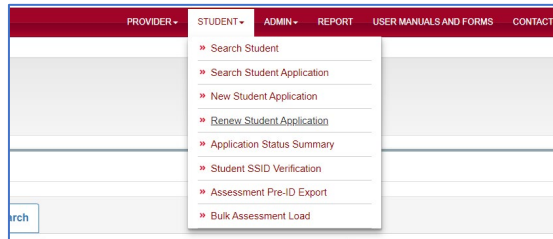
Renewing a Student Application

1. Log into **OH|ID** and select the **Early Childhood Education Application**.

<https://ohid.ohio.gov/>



2. Click on the **Renew Student Application** button in the student drop-down to add a new Student Application.



3. Enter the **Provider Name** or **IRN** and select **Search**. A list of eligible students will appear below the search box.

Module: Student
Program Selected: Early Childhood Education

Student Renewal Search (Renewal Program Period : Early Child-Exp FY 2023)

RENEWAL PROGRAM PERIOD: Early Child-Exp FY 2023

STUDENT ID:

SSID:

FIRSTNAME:

LASTNAME:

DATE OF BIRTH: MM/DD/YYYY

CURRENT PROVIDER NAME:

CURRENT PROVIDER IRN:

CURRENT GRADE LEVEL: All

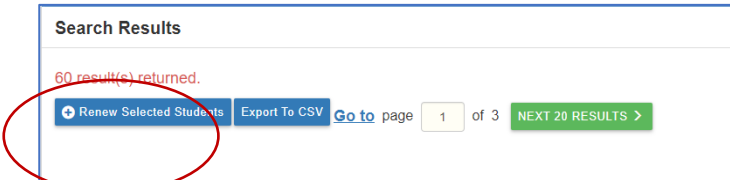
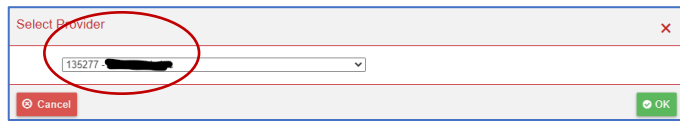
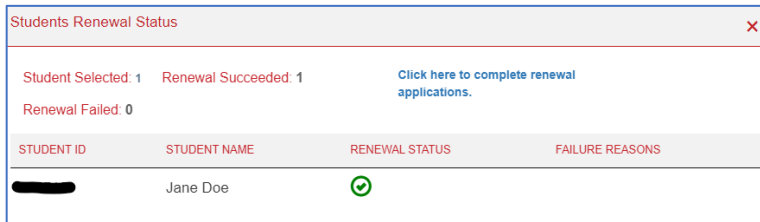
RENEWAL STATUS: Renewal Not Started

SORT ORDER: Current Provider IRN

4. Check the box of the student that need to be renewed.

<input type="checkbox"/>	STUDENT NAME	CURRENT GRADE LEVEL	CURRENT PROVIDER IRN
<input type="checkbox"/>	Kamiya [REDACTED]	Preschool (ages 3-5)	01 [REDACTED]
<input checked="" type="checkbox"/>	Jane Doe	Preschool (ages 3-5)	0 [REDACTED]
<input checked="" type="checkbox"/>	Victoria [REDACTED]	Preschool (ages 3-5)	0 [REDACTED]
<input type="checkbox"/>	Olivia [REDACTED]	Preschool (ages 3-5)	0 [REDACTED]



5. Click on Renew Selected Students .									
6. Use the drop-down arrow to select the Provider Name and click OK .									
7. A confirmation box will appear on the screen indicating the student application is renewed.	 <table><tr><th>STUDENT ID</th><th>STUDENT NAME</th><th>RENEWAL STATUS</th><th>FAILURE REASONS</th></tr><tr><td>135277</td><td>Jane Doe</td><td>✓</td><td></td></tr></table>	STUDENT ID	STUDENT NAME	RENEWAL STATUS	FAILURE REASONS	135277	Jane Doe	✓	
STUDENT ID	STUDENT NAME	RENEWAL STATUS	FAILURE REASONS						
135277	Jane Doe	✓							
8. Age Verification The age verification document should be connected to the renewed application and Grantees should not have to upload again. Contact Earlychildhoodeducation@education.ohio.gov if you receive an error message.									



Part Four: Student Attendance Data

OVERVIEW

ECE Grantees must provide and document a minimum of 12.5 hours of service per week, 455 total hours for the school year as defined in [Ohio Revised Code 3313.48](#). The Grantee should develop a written schedule that details start/stop dates and the specific 12.5 hours per week funded by the ECE Grant. A program may serve children through a.m./p.m. or full-day/part-day options to meet the 12.5 hours per week. Grantees are required to record attendance hours in EAS each month.

Special Notes on Attendance

- Grantees can enter attendance to a Student Application in Submitted status and do not need to wait for the application to be in Eligible status.
- Attendance is recorded in hours and not days.
- Only record the ECE-funded hours (12.5 a week). Do not include additional hours the child is present through another funding source or time absorbed by the program.
- The entry field is available at the end of each month (Ex: February attendance entry fields will be available on the first day of March).
- The attendance is entered during the month the student began attending the provider location. The prior months can remain blank.

Entering Student Attendance

1. Click on **Student** to select the student module. Grantees can select **Search Student** and then click **Search** to bring up a list of students if not automatically populated.

A second way to search for a student is to select **Search Student Application**. This will show Advanced Student Search. Click on the **Search** button for a list of all students or fill in the fields for a more detailed search.

The screenshot shows the top navigation bar of the EAS system with tabs: PROVIDER, STUDENT, ADMIN, REPORT, and USER MAN. A dropdown menu is open under the STUDENT tab, listing several options. Two options, '» Search Student' and '» Search Student Application', are circled in blue.

The screenshot shows the 'Student Search' form. It includes input fields for 'Student Date of Birth' (with a MM/DD/YYYY placeholder), 'Student First Name', 'Student Last Name', and 'SSID'. At the bottom, there are two buttons: a blue 'Search' button with a magnifying glass icon and an orange 'Reset' button with a circular arrow icon.



2. Access the individual student's application by clicking on the **Details** button.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER RN	PRIMARY PROVIDER	DISTRICT RN	DISTRICT OF RESIDENCE	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Williams, Olivia Lynn	PS		Early Child Exp FY 2022						Submitted	06/08/2022	New	Details

DETAILS

Details

3. Click on the third tab **Attendance**.

Student

Application

Attendance

Assessment

4. Enter the **Hours of Attendance** (round to the nearest whole number) and then select the **disk icon** to save the attendance.

To erase the values entered in the fields before saving with the disk icon is selected, hit the **Cancel** (X) button.

To edit after the hours are saved, click on the **pencil** icon.

Attendance details

MONTH/YEAR	HOURS OF ATTENDANCE	
Jul-21	0	
Aug-21	25	
Sep-21	<input type="text" value="0"/>	
Oct-21	<input type="text" value="0"/>	
Nov-21	<input type="text" value="0"/>	



Save

Cancel

Edit Icon



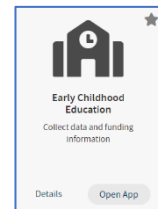
Part Five: Reports

Grantees can pull two types of student application reports. These reports provide information on the status of the application, attendance hours and various demographics.

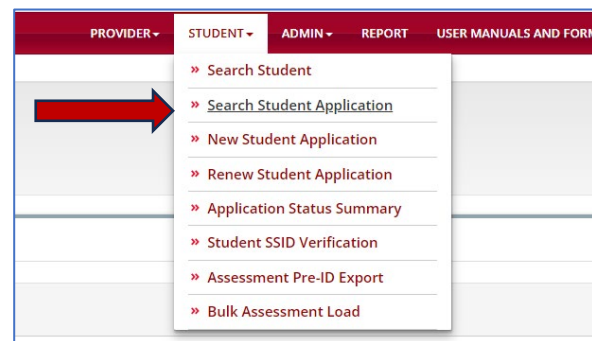
Student Application Reports

1. Log into **OH|ID** and select the **Early Childhood Education Application**.

<https://ohid.ohio.gov/>



2. Go to the Student Application tab and click on the **Search Student Applications** from the drop down.



3. Click the **Search** button or enter the IRN or Provider name and click search.

Advanced Student Search

Basic Search | Enrollment Search | SSID Search

Application ID:

Student ID:

SSID:

First Name:

Last Name:

DOB: Date Submitted:

Has Fatal Flag(s):

Sort Order:

Application Period:

Application Type:

Current Grade Level:

Provider Name:

Provider IRN:

District Name:

District IRN:

Application Status:

Search **Reset**

4. A full list of Student Applications should appear at the bottom. There are two tabs, **Full Export** and **Export Search Results**. Click on the preferred report.

Basic Search - 5068 result(s) returned.

Full Export

Export Search Results

Go to page

1

of 254

NEXT 20 RESULTS >

5. A **Student App Export** excel file will pop up on the bottom of the right-hand screen. It can take a few minutes to download, depending on the size of the file.

