Early Childhood Education

Early Childhood Education Grant
Enterprise Application System (EAS)
Grants Application Guidance

Part One: Getting Started .............................................................................................................. 2

Step 1: Obtain an OHID ............................................................................................................... 2
Step 2: Assign OEDS Roles .......................................................................................................... 2
Step 3: ELE Applicant Tile ............................................................................................................ 4

Part Two: Provider Application ..................................................................................................... 5

PERSONNEL TAB: ..................................................................................................................... 6
STAFF TAB: ................................................................................................................................ 7
STATUS/FLAGS TAB: ................................................................................................................ 9

Part Three: Student Application .................................................................................................. 10

Part Four: Student Attendance Data ........................................................................................... 15

Part Five: Student Early Learning Assessment (ELA) Data........................................................ 17
PART ONE: GETTING STARTED

Introduction: The Early Childhood Education Grant data is managed in the Enterprise Application System (EAS). The EAS is a grants application and verification system that includes the Provider Application and Student Application. The Provider Application contains program administrator information and roles, as well as staff data. The Student Application contains information regarding the student profile, attendance and assessment data. Access to EAS requires three things: an OH|ID account, application and the proper role in the Ohio Educational Directory System (OEDS) and a completed request for the Early Learning Education Provider tile.

Step 1: Obtain an OH|ID

Staff that are responsible for entering information around 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 Department of Education and other statewide applications in a more secure, streamlined way.

The [OHID-Account-Creation-Job-Aid](https://ohid.ohio.gov/) provides step by step directions on how to create a new OH|ID and Department of Education Profile. Visit [Department of Education OH|ID Portal Help](https://ohid.ohio.gov/) 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 [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov) for information on establishing or changing an OEDS Administrator.

The OEDS Administrator will also need to 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to OH</td>
</tr>
<tr>
<td>2.</td>
<td>Choose the OEDS Application under My Sites and Applications and navigate to the organization’s <a href="https://ohid.ohio.gov/">Overview</a> page. Click on the <a href="https://ohid.ohio.gov/">Personnel</a> tab located under the organization’s name.</td>
</tr>
</tbody>
</table>
3. Review the list of **Roles Associated to the Organization** found in the top panel of the Personnel page to see what roles are already assigned and to whom. Use the SEARCH box to limit the list of roles. Type in data entry **Early Childhood Education** role in the search box and select the green plus sign.

![Roles Associated to this Organization](image)

4. Review the **Persons in this Organization** found in the bottom panel of that same page to see persons already assigned to roles within organization. Use the ADD, EDIT and REMOVE buttons as appropriate.

**Note:** If a person’s name does not appear in the bottom panel, the search feature may be utilized. If the person does not appear, go back and double check the data you’ve entered. If the person still does not appear, then they will need to apply for a OH|ID.

![Persons in this Organization](image)

5. Click **Save** to confirm the assignment.

**Note:** Refer to **Help Text** located on the right-hand side of the screen for directions related to each panel on the page.

![Submit to Add Selected Person to Organization Role](image)
**Step 3: ELE Applicant Tile**

In order to enter data in the EAS system access is required to the ELE Provider Applicant tile. When requesting access, please provide the program name and 10-digit identifier along with your name and your role in your organization. Entering any data into EAS will not be possible until approval has been received from an ECE team member.

### Submitting ELE Provider Request

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log in to <strong>OHID</strong>.</td>
<td><a href="https://ohid.ohio.gov/">https://ohid.ohio.gov/</a></td>
</tr>
</tbody>
</table>
| 2. Open the Department of Education Application Request application in this tile. | ![Department of Education Application Request](image)
| 3. Choose the Application: Early Childhood Education, and the Membership Requested: ELE Provider Applicant, and type **ECE Grantee and Grantee Name** in the reason box for requesting the application and click **Submit**. | ![My Applications](image)

**Note:** Requests will be reviewed and approved by the Early Childhood Education Office. It is also helpful to email the **ECE Team** when making the request so that it gets approved in timely manner.
PART TWO: PROVIDER APPLICATION

Introduction:
The first task that must be completed in a fiscal year is for the Ohio Educational Directory System (OEDS) administrator to create and submit the Provider Application. Provider applications are due September 30, or within 30 days after notification of initial award. Located below is a step-by-step guide on how to create or renew a provider application for the new fiscal year.

Note: The OEDS administrator is the only role that has access to begin 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.

3. Select the Provider Affidavit link. Read the affidavit in its entirety and select the check box to proceed.

4. Click Start Renewal after reading statements. (New Providers will need to select the Organization and click Start Application).
5. Choose the appropriate application period from the drop-down and click **Renew Application** or **Submit** button.

Next Steps:
After an application has been created, the various tabs at the top of the screen will be utilized in order to complete the application prior to submission. The following section will outline the function and purpose of the tabs and when applicable provide a step-by-step guide how to enter required information.

PERSONNEL TAB:
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. Located below is a step-by-step guide how to utilize this tab to add personnel and assign or edit additional role assignments. Definitions and descriptions of the various role assignments can be found in the ECE Grant Manual (Section 7.3) on the [Early Childhood Education Grant for Administrators](#).

**Note:** Before beginning, ensure those being entered in the personnel tab already have OH|ID accounts. If there is only one person 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 needed tasks in this system.

### Adding Personnel and Assigning/Editing Role Assignments

<table>
<thead>
<tr>
<th>1. Click the <strong>Add</strong> button to begin adding personnel associated with the organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Enter the last name and date of birth provided and click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td><strong>Note:</strong> If the staff member to be added is not located, the message <strong>No Results Returned</strong> will display. Direct staff to obtain an OH</td>
</tr>
</tbody>
</table>
3. Select the respective role and click the Add button next to the appropriate name.

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.

STAFF TAB:
The Staff Tab contains data about Lead Teachers, Assistant Teachers and Teacher Aides who work with Early Childhood Education Grant funded children. Located below is a step-by-step guide on how to add staff data to the application. OH|ID accounts are not required for the Staff.

Adding Teaching Staff Information

1. Click the Add Staff button to begin adding staff associated with the organization. Click the Import Staff button to view a list of staff that are in the system.
2. Enter either the state staff ID (teaching license number) OR last name and date of birth and click the Search button.

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

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.

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.

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

**Note:** A degree must be selected for each staff member for the application to be approved, including a High School Diploma or GED.

6. Staff members that 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.

**STATUS/FLAGS TAB:**
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.

**Note:** An email will notify you of an approved application. The message will be sent to the addresses connected to the provider’s IRN.

1. Click *Submitted* when the Provider Application is complete. Only the CCIP Authorized Representative or Early Childhood Education Data Entry roles have this option. This will notify department staff that the Provider Application is complete and ready for review.
PART THREE: STUDENT APPLICATION

The designated staff should enter the child’s information into EAS by creating a student application. Student applications should be submitted by October 31 or within 30 days of enrollment. A Statewide Student Identifier (SSID) will be created or matched if the child is already in the system, once the application is submitted. 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.**

**Note:** The provider application must be submitted and approved prior to entering a new Student Application.

### Adding Student Application

1. Log into **OHID** and select the **Early Childhood Education Application**.
   
   ![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 and Last Name**, exactly as it appears on age verification document. Click the **Search** button.

   If the child comes up because they've been entered by another program, please email the **ECE Team** to complete the transfer to your program.
4. To create a new student application, click on the HERE button. It will be close to the bottom of the screen and small.

5. Enter the **Student Information**.

**Important Notes:**

**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. If the student does not have a middle name, check the “Student has no middle name” box. If the student has a suffix at the end of the name (ex. Jr., III), please use the suffix drop-down. 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:** If the Social Security number is not available, click the "SSN Not Available" box.

**Birthplace City:** Enter what is shown on the birth certificate. If the birth certificate says “Ohio”, please enter “Ohio”.

**SSID:** Add if available. If this information is not available, leave blank.
6. Next enter the Application Information.

**Important Information:**

**Application Period:** Select the Application Period that matches the fiscal year in which this student received Early Childhood Education Grant services.

**County and Legal District:** Select the County where the legal school district is located and 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.

**Lead Teacher:** If the lead teacher is not listed in the drop-down list, you will need to add this teacher in the Staff tab of the Provider Application.

7. Click the **Create New Student Application** button after all required information has been entered.
8. To make any edits to the information entered, search for the student’s name under **Search Student**. Click on student’s name. Click the blue edit button next to student information and enter information. Click on Update Student once complete.

9. The **Application** tab allows the Grantee to edit any information that was not auto populated from the application and 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. Select the pencil icon under Edit and enter the enrollment end date. This section also allows to add or transfer a student to another provider.

10. After reviewing the Student and Application Tab for accuracy, go to the **Docs Tab**. This is where grantees will upload the age verification.
11. Click on the **Upload Documents** and select Age Verification. Drop or upload the Birth Certificate and hit close. If the child’s birth certificate is not in English, a notarized translation, passport, or residency card can be used instead.

   Note: If an alternative age verification document was provided, this may be uploaded in lieu of a birth certificate. The [ECE Grant Manual](#) provides acceptable alternatives for birth certificates.

12. Go to the **Status/Flags tab**. Click the **Submitted** link to forward the student application to the department for review.
PART FOUR: STUDENT ATTENDANCE DATA

To enter attendance information in EAS, programs must have already created the student’s individual application (see Part Three: Student Application of this guide). The provider will enter the number of hours for each student for the month. This number should be the ECE hours attended only (~12.5/week) and not any additional hours the child is present through another funding source or time absorbed by the program. The entry field is not available until the end of each month (Ex: February attendance entry fields will be available on the first day of March).

Note: Even though the grant begins in July, the attendance is entered 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.

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

3. Click on the third tab **Attendance**.
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.
PART FIVE: STUDENT EARLY LEARNING ASSESSMENT (ELA) DATA

ECE grantees must report the Ten Required Learning Progressions (24 SKBs) on ECE funded children twice a year. Teachers will collect observations and assign ratings during the assessment window. Once the window is closed, ratings or scores must be reported into EAS. Programs can use the Ready for Kindergarten Online (KReady) system’s Learning Progression report or the Early Learning Assessment Bridge Form to enter data. Grantees that report to EAS should report **Fall ELA scores by January 15, 2023**, and **Spring ELA scores by June 15, 2023**. *The Early Learning Assessment for Administrators* has additional information on reporting.

<table>
<thead>
<tr>
<th>Assessment Window</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: Aug. 15 – Nov. 14</td>
<td>Required for reporting</td>
</tr>
<tr>
<td>Winter: Nov. 15 - Feb. 14</td>
<td>Ongoing for best practice</td>
</tr>
<tr>
<td>Spring: Feb. 15 – May 14</td>
<td>Required for reporting</td>
</tr>
<tr>
<td>Summer: May 15 - Aug. 14</td>
<td>Ongoing for best practice</td>
</tr>
</tbody>
</table>

### Entering Student ELA Scores

1. Collect the scores of the ELA. The Bridge Form is an excel sheet that converts the 24 SKBs into the 10 Learning Progressions. Grantees can also download the Learning Progression Report from KReady.

   **Bridge Form:** [Early Learning Assessment for Teachers](#)


2. 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.
3. Access the individual student’s application by clicking on the Details button.

4. Click on the fourth tab Assessment.

5. Click the pencil icon next to the fall or spring assessment box.

6. Enter the date when the assessment was completed in the Assessment Completion Date entry section.

Note: The Early Learning Assessment is designed to be used over a period of time. Grantees can use the last observation date in this section.
7. Enter the corresponding Learning Progression scores for the Ten Required Learning Progressions on the assessment. Click **Save** once completed.

If a score of "N" is entered, the program will be prompted to select a letter that corresponds to a reason code. Please refer to [ELA Score Not Reported](#) for details on reason codes.

**Note:** There are no actions required in the Student’s Discipline Records section.