Per Diem User Manual FY2025









Department of Education & Workforce

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION AND GENERAL INFORMATION	2
Procedures	2
OVERVIEW OF PER DIEM SUBMISSION AND REVIEW	3
Which Roles Can Change an Application Status?	5
Available Actions Depending on Status	6
PER DIEM UPLOAD SPREADSHEET	6
ACCESSING THE PER DIEM PROGRAM	7
ENTERING PER DIEM RATES	10
CREATING NEW PER DIEM APPLICATIONS	11
REVIEWING NEW APPLICATIONS	12
APPLICATIONS WITH DATA ISSUES STATUS	13
PER DIEM TAB	14
APPLICATION TAB	16
DOCS TAB	16
COMMENTS/HISTORY TAB	18
SUBMITTING APPLICATIONS	18
DATA ENTRY – PER DIEM ROLE	
Treasurer and Superintendent Roles	
RESIDENT DISTRICT	19
Application Ready to be Approved by Resident District	
Application Changed by Resident District to Correction Needed	20
What if the Resident District Does Nothing with a Submitted Application?	20
Application Changed to ODE On Hold	20
Educating District Reviews Application Returned by the Resident District	20
Returned Application Being Resubmitted	21



Introduction and General Information

Ohio law¹ permits public school districts to receive payment on a per diem basis for the cost of educating students, both with and without disabilities, who reside in a home that is not a foster home, not a home maintained by the Department of Youth Services, and not a detention facility, where the student receives educational services at the home. The Per Diem program is a tool used by the educating district to bill a per diem rate for a nonresidential pupil housed in the residential facility. The Per Diem program is an application within the School Finance app in the OH|ID Portal.

Procedures

If a district chooses to file per diem applications for students with disabilities, the district shall not file to receive tuition payments for those students through ODDEX and shall not file to receive excess cost payments for those students. Likewise, districts filing per diem applications for students without disabilities shall not file to receive tuition payments through ODDEX. Districts choosing to file the per diem application must access the tuition program in ODDEX and select the flag "**Not Claiming Tuition**" for all students to prevent receiving both tuition and per diem payments. For additional information on the ODDEX tuition module, refer to the <u>Tuition Manual</u>.

Per diem applications are filed twice a year. The first reporting period covers July 1 – December 31, and the second reporting period covers January 1 – June 30. Superintendents and treasurers will have immediate access to the program, but personnel performing the role of "Data Entry – Per Diem" must have that role assigned to them by the organization's Ohio Educational Directory System (OEDS) administrator.

Prior to accessing the Per Diem program, the educating district must enter the individual Statewide Student Identifier (SSID) and other required information into the Per Diem Upload spreadsheet located on the Forms and Program Information for Traditional Public Schools website. In addition to completing the spreadsheet, the per diem rates must be calculated for students without disabilities and all six categories of special education. The per diem amount is computed by calculating the total expenditures for the current reporting period divided by the student aggregate days or by using the contract per diem amount plus service fee.

Once the educating district has completed the spreadsheet and calculation of per diem rates, the data is ready to be entered into the Per Diem program. Entering the per diem rates and uploading the spreadsheet will create individual applications with a calculation for payment for each student. If any specific documentation is needed, it should be uploaded in the Docs tab for that specific student. Each application should be submitted individually by the superintendent or treasurer.

Once submission happens, the resident district responsible for paying the per diem costs will be notified by email and will have an opportunity to review the application and approve it. If necessary, the resident district will also have an option to send back for correction. Collaboration and cooperation between the educating and resident districts



¹ Ohio Revised Code 3313.64 (C) (4)

are essential for the success of the program. If no action is taken on an application, the application will automatically approve in the system 30 days after submission. Area coordinators are available to assist districts and answer any questions during the submission and review process.

After all applications have been submitted and approved, the transfer of per diem costs from the resident district to the educating district will be included on the SFPR Statement of Settlement. The timing of the transfer will depend on the calendar submission dates set by Department staff members who process the twice-monthly SFPR payments. Payments reports, which itemize by SSID the amount transferred between districts, will be available to both the educating district and resident district within the data collector.

After payment has occurred, the Department does not have the ability to make corrections if either district discovers an error in the amount, since both districts previously agreed-the submitted application was correct. Any payment/repayment of per diem cost amounts must occur directly between the districts.

Overview of Per Diem Submission and Review

- 1. The educating district will calculate the per diem cost for students without disabilities and special education categories 1-6. The amounts will be entered into the Per Diem program.
- 2. The educating entity will complete the Per Diem Upload spreadsheet and upload to the Per Diem program. This process will create a per diem application for each student on the Per Diem Upload spreadsheet.
 - a. Applications successfully loaded will have a status of *Started*. Applications that do not successfully load will have a status of *Data Issue*. Please contact your <u>area coordinator</u> for assistance with applications that have data issues.
- 3. The educating entity then goes into the system to review, edit, and submit its per diem applications.
- 4. Districts will be able to assign persons with the data entry role that will allow them to upload the Per Diem Upload spreadsheet, enter per diem rates, and edit applications. The data entry person can change the status to *District Reviewed*, which indicates the application is ready for the superintendent or treasurer to submit. Batch emails will be sent at the end of each day to notify superintendents and treasurers their applications are in *District Reviewed* status.
- 5. When ready, the educating entity submits the per diem application, which gives the application a status of *Submitted*.
 - a. Only persons with superintendent or treasurer roles in OEDS will be able to submit applications.
 - i. Only one person, not both, needs to submit.
 - ii. Submitting the application substitutes for both treasurer and superintendent signatures.
 - b. Once submitted, the educating entity will not be able to make further edits.



- i. If further edits are needed or the application was submitted in error, the educating entity must contact the area coordinator or resident district.
- ii. The area coordinator or resident district can return the application for correction.
- 6. The resident district is responsible for reviewing and approving submitted applications. Area coordinators will not be reviewing per diem applications. At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications submitted or resubmitted that day.
- 7. The resident district should review submitted applications and do one of three things:
 - a. Approve the application, which changes status to *Approved*. Only persons with superintendent or treasurer roles in OEDS will be able to approve applications. Those with the data entry role cannot approve applications.
 - b. Return the application for correction, which changes its status to *Correction Needed.*
 - i. Only persons with superintendent or treasurer roles will be able to return applications. Those with the data entry role can view applications but cannot return applications.
 - ii. If the resident district returns the application, the system will require a comment.
 - iii. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications - returned for correction. Note: It is recommended districts check the system frequently for applications in *Correction Needed* status.
 - c. Do nothing and let the system approve the application.
 - i. If the resident district does not act within 30 calendar days of the application being submitted, the system automatically will approve the application on the auto-approve date located at the top of the PER DIEM tab.
 - ii. The resident district will receive emails both ten days and five days prior to the system automatically approving an application.
- 8. The educating entity should review applications returned by the resident district.
 - a. At the end of the day, the educating entity will receive an email listing the SSIDs of all applications returned for correction. The educating entity is encouraged to work with the resident district to resolve any concerns or issues with the application.
 - b. The educating entity *may* edit and attach supporting documents to returned applications but *must* resubmit them to get paid.
 - i. Resubmitting the application changes the status back to Submitted.
 - ii. SSIDs of resubmitted applications will be included on the batch email going to the resident district.
 - iii. Resubmitted applications will be automatically approved 30 days after the most recent submission date.
 - c. The educating entity will have the ability to withdraw the application.
 - d. If the two districts cannot resolve the issue, the district will need to contact its area coordinator for assistance.



- 9. If a returned application is resubmitted, the resident district has the same three choices as in Step 7.
 - a. Within the 30-day window, applications can be returned and resubmitted any number of times.

Which Roles Can Change an Application Status?

Status	Data Entry	Treasurer/Superintende nt	Resident District	Ohio Department of Education
Started	District Reviewed or Withdrawn	Submit or Withdrawn	Cannot Change	Withdrawn
Not Eligible	District Reviewed or Withdrawn	Submit or Withdrawn	Cannot Change	Cannot Change
Withdrawn	Started	Started	Cannot Change	Cannot Change
District Reviewed	Started or Withdrawn	Submit or Withdrawn or Start	Cannot Change	Withdrawn
Submit	Cannot Change	Cannot Change	Approved or Auto Approved or Correction Needed	Approved or Correction Needed or ODE On Hold
Correction Needed	District Reviewed or Withdrawn	Submit or Withdrawn	Cannot Change	Withdrawn
ODE On Hold	N/A	N/A	N/A	Approved or Correction Needed
Approved	N/A	N/A	Correction Needed	ODE On Hold or Correction Needed
Data Issue	Withdrawn	Withdrawn	N/A	Started or Withdrawn



Available Actions Depending on Status

Status	Possible Actions	New Status
Started	Edit and review the application Edit and submit the application Withdraw the application	District Reviewed Submitted/Not Eligible Withdrawn
Not Eligible	Edit and review the application Edit and submit the application Withdraw the application	District Reviewed Submitted/Not Eligible Withdrawn
Withdrawn	Restart the application	Started
District Reviewed	Edit and submit the application Withdraw the application Restart the application	Submitted/Not Eligible Withdrawn Started
Submitted/Resub mitted	Approve the application Return the application for correction Put the application on hold	Approved Returned for Correction Department On Hold
Correction Needed	Edit and review the application Edit and submit the application Withdraw the application	District Reviewed Submitted/Not Eligible Withdrawn
Approved	Put the application on hold Return the application for correction	Department On Hold Correction Needed
Data Issue	Edit and start the application Withdraw the application	Started Withdrawn

Per Diem Upload Spreadsheet

- The Per Diem Upload spreadsheet is available on the <u>Forms and Program</u> <u>Information for Traditional Public Schools</u> website.
- When opening the spreadsheet, be sure to click Enable Content.
- After entering student data, *Validate* the spreadsheet by clicking the INSTRUCTIONS tab. The educating district IRN must be entered, then click the Validate Excess Costs button.
- After clicking the Validate Excess Costs button, if the word "Validated" turns green, your spreadsheet is acceptable. If it turns red, check the instructions on the Instructions tab to troubleshoot the data on the spreadsheet.



• Be sure to name and save the spreadsheet in a location on your computer where you will be able to find it when you are ready to upload the spreadsheet into the program online.

File Home	Insert Page Layou	it Formulas D	ata Review V	'iew Help													음 Sh	iare 🖓 C	omments
Cut	Calibri	- 11 - α Δ° Δ΄	= = _ 1 #2	ab, Wran Text									AutoSum 👻 <u>A</u>	∇	- SS				
Paste Copy ~	B 7 U v			at Distance & Cont	\$ n 0/	● (←0 .03 Conc	ditional Format as			- In	isert Delete I	Format	Fill ∽ ∠ So	rt & Find &	Sensitivity				
- 💞 Format Pair	nter			1 marge or Cent	.eip - 70	✓ .00 -≥0 Forma	atting ~ Table ~			·	• •	~ (*)	Clear Y Fil	er ~ Select ~	~ 1				
Clipboard	TSI	Font	A A	lignment	ISI Numi	ber 191		Styles			Cells		Editing		Sensitivity				^
A1 +	$\times \sqrt{f_x}$	SSID																	~
A	В	c	D	E	F	G	н	1		J	к		L	N	1	N		0	<u> </u>
SSID	Resident District IRN	Enroll Start Date	Enroll End Date	Days Enrolled															
2 AA1234567	012345	01/02/21	01/30/21	28															
3 AA1234568 4 AA1234569	012346 012347	01/02/21	01/30/21	29															
5 AA1234570	012348	01/02/21	01/30/21	31															
6 AA1234571 7 AA1234572	012349 012350	01/02/21	01/30/21	32															
8 AA1234573 9 AA1234574	012351	01/02/21	01/30/21	34															
10 AA1234575	012353	01/02/21	01/30/21	36															
11 AA1234576 12 AA1234577	012354 012355	01/02/21 01/02/21	01/30/21	37															
13 AA1234578	012356	01/02/21	01/30/21	. 39															
15 AA1234580	012357	01/02/21	01/30/21	40															
16 AA1234581	012359	01/02/21	01/30/21	42															
18 AA1234583	012361	01/02/21	01/30/21	44															
19 AA1234584 20 AA1234585	012362 012363	01/02/21 01/02/21	01/30/21	45															
21 AA1234586	012364	01/02/21	01/30/21	47															
22 AA1234587 23	012365	01/02/21	01/30/21	48															
24																			
26																			
27 28																			
29																			
30																			
32																			
34																			
35																			_
37																			
38																			
← Inst	Insert Page Layou	Students (+)	ata Review V	iew Help						4						m m	m _ ∄ sł	are 🖓 C	+ 100er
File Home Paste Paste Gopy - Format Pair	Insert Page Layou	IStudents €	ata Review V = = = * + = = = =	fiew Help 문 Wrap Text 프 Merge & Cent	ter ~ \$ ~ %	• 1 €8	Sitional Format as stting ~ Table ~			۲ ۲	sert Delete I	Tormat	AutoSum ~ A Fill ~ Z Clear ~ Fil	rt & Find & er ~ Select ~	Sensitivity		- m ای ک	are PC	iomments
File Home Paste Cut Paste Copy ~ Clipboard	tructions PerDien Insert Page Layou Calibri B I U ~	Students	ata Review V = = = * = = = A	fiew Help 관 Wrap Text 프로 Merge & Cent lignment	ter ~ %	9 50 30 Formation ber 15	Stional Format as atting ~ Table ~	Styles		4 () () () () () () () () () () () () ()	sert Delete I Cells	Format	AutoSum Y A Fill Y Z Clear Y Fit Editing	∀ rt & Find & er ~ Select ~	Sensitivity Sensitivity	## m	m _ ⊮ Sł	are 🖓 C	iomments
File Home Paste Paste Cipboard B12 File Home Cipboard B12 File Home File Home	tructions PerDien Insert Page Layou Calibri B I U ~ rs X ✓ fx	Students → Formulas D → 11 → A ⁺ A ⁻ → A → A ⁻ Font 065432	ata Review V $ \begin{vmatrix} \Xi & \Xi & \pm \end{vmatrix} \Rightarrow \\ \Xi & \Xi & \pm \end{vmatrix} = A$	fiew Help - 분방 Wrap Text - 프로 I I Merge & Cent Megnment	ter ~ % Numl	5 5 5 Fermi Fermi	itional Format as atting ~ Table ~	Styles		4	sert Delete I Cells	interest of the second secon	AutoSum Y A Fill Sc Clear Y Fil Editing	♥ ♀ t & Find & er ~ Select ~	Sensitivity Sensitivity	m m	m _ B Sł	are 🖓 C	iomments
i → Inst File Home → Cut Paste Clipboard B12 → I A	tructions PerDient	Students ⊕ at Formulas D ~ 11 ~ A ⁺ H ~ A ⁺ A ⁺ Font m 065432 0	ata Review V Ξ Ξ Ξ ※ Ξ Ξ Ξ Ξ Δ	fiew Help 문화 Wrap Text E Merge & Cent Hignment	ter v \$ • % rs Numl	* 9 (-00. ber (-5.) 	Stional Format as atting ~ Table ~	Styles D	E	A D	G	format ↓	AutoSum ~ A Fill ~ Z Clear ~ Fit Editing	Υ Find & er × Select × K	Sensitivity Sensitivity	M	m _ E Sł	are PC	p P
File Home A Cut Paste D Copy ~ Clipboard B12 A 1	tructions PerDiem Insert Page Layou Calibri B I U ~ Is X × K	Students (*) at Formulas D at 11 at At at 11 at At at 11 at At at at at at Font at at 065432 at at	ata Review V ==== ≫· === A Inst	iew Help 한 Wing Text E Marge & Cent Rignment B ructions	ter v \$ • % G Num	• Conc 9 4:0 -00 Form ber 5:	Stional Format as atting v Table v	Styles D	E	4 C V D In F	sert Delete I Cells	Format	AutoSum ~ A Z ScClear ~ Fit Editing	Y P rt & Find & er Y Select ¥	Sensitivity L	m m	m _ 25 Sł	o	b comments
File Home Paste Dicopy - State Clipboard B12 - 2	tructions PerDiem Insert Page Layou Calbri B I U - rs X ✓ fr 1. Once yo that happon	Students ⊕ at Formulas D • 11 • A* A* • • 11 • A* </th <th>ta Review V $\begin{vmatrix} = = = \gg 1 \\ = = = \Rightarrow 1 \\ = = = = = \\ A$ Inst may notice a secu</th> <th>iew Help 강 Wrap Text 편 Marge & Cent Ingament 8 FUCCIONS ity warning at the t</th> <th>ter ~ \$ ~ % 6 Numl</th> <th>9 + 50 - 93 ber fs e been disabled", f</th> <th>Sitenal Format as atting = Table = C</th> <th>Styles D</th> <th>E</th> <th>4</th> <th>G</th> <th>Tormat ↓ ↓</th> <th>AutoSum ~ A Fill ~ Sc Clear ~ Fil Editing</th> <th>V P t & Find & er ~ Select ~</th> <th>Sensitivity L</th> <th>ma m</th> <th>m _ 25 </th> <th>o</th> <th>p A ANDER</th>	ta Review V $\begin{vmatrix} = = = \gg 1 \\ = = = \Rightarrow 1 \\ = = = = = \\ A$ Inst may notice a secu	iew Help 강 Wrap Text 편 Marge & Cent Ingament 8 FUCCIONS ity warning at the t	ter ~ \$ ~ % 6 Numl	9 + 50 - 93 ber fs e been disabled", f	Sitenal Format as atting = Table = C	Styles D	E	4	G	Tormat ↓ ↓	AutoSum ~ A Fill ~ Sc Clear ~ Fil Editing	V P t & Find & er ~ Select ~	Sensitivity L	ma m	m _ 25 	o	p A ANDER
File Home Parte Copy - Cipboard B12 - 2 3	tructions PerDiem Insert Page Layou Calbri B I U - rs 1. Once ye that happe 2. The Per	Students ↔ It Formulas D It A A A Font Font 065432 U open this file you uns, please click on I Diem data for each	ta Review V $\begin{vmatrix} \Xi = \pm \gg \\ \Xi \equiv \pm = \\ A \\ \end{vmatrix}$ Inst may notice a secu- he "Enable Conte	iew Help 28 Wrap Test III Merge & Cent Iignment B ructions rity warning at the tent nt" button.	ter - \$ * % Numl top "Macros have Students" work sh	9 1 1 2 2 Cont ber 1 5 Form	Stional Formal as atting = Table =	Styles D	E	<	G	Format ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	AutoSum × A Fill × Sc Clear × Fil Editing	∑	Sensitivity L	m m	m _ 6 Sł	o o	p P
File Home Paste Copy - Clipboard 1 2 3 4 5	tructions PerDienr Insert Page Layou Calibri B I U - rs I. Once yo that happer 2. The Per	Students ⊕ t Formulas D □ 11 → A^* □ △ → → Fent 0 065432 uo open this file you ms. please click on Diem data for each st enter a valid SED t enter a valid Pacific	ta Review V = = = ⇒ =	iew Help - 분 Wrap Text 코 I I Marge & Cent Iggment B ructions tity warning at the t nt [*] button. ed in the "PerDiem reach student	ter - ¹ / ₁₅ \$ + % Numl top "Macros havi	9 ta a formet	Stenal Forma a	Styles D	E	4 ()))	sert Delete Cells	Format ↓	AutoSum Y A HII Z Clear S Fa Editing	Y O tt & Find & er > Select >	Sensitivity Sensitivity	M N	m	0	P A
Instant Instant File Mome Paste Corr D Copy Paste Cipbeard B12 I I 2 3 4 5	tructions PerDien Insert Page Layou Cabin B J U = X X K 1. Once yo that happy 2. The Per B Y Own 4. Your music 6. Once yo	Students ⊕ at Formulas D at </th <th>ta Review V $= = = = \Rightarrow$ $= = = \Rightarrow$ $= = = = \Rightarrow$ $= = = = = \Rightarrow$ $= = = = = = \Rightarrow$ $= = = = = = \Rightarrow$ $= = = = = = = = = = = = = = = = = = =$</th> <th>iew Help 문한 Wrap Text 문한 Wrap Text 문화 Ruccions tity warning at the to nt^o button. ed in the "PerDiem r each student. Bidiate Per Diem b</th> <th>ter - ¹/₁₅ \$ + % Numl top "Macros have Students" work sh</th> <th>e been disabled". It neet(tab).</th> <th>Stional Format as atting - Table - C</th> <th>Styles D</th> <th>E</th> <th><</th> <th>cells</th> <th>Format ►</th> <th>AutoSum V A III V Z Clear V Se Editing</th> <th>V P tt & Find & er × Select ×</th> <th>Sensitivity L</th> <th>M</th> <th>m St</th> <th>0</th> <th>P P</th>	ta Review V $ = = = = \Rightarrow$ $ = = = \Rightarrow$ $ = = = = \Rightarrow$ $ = = = = = \Rightarrow$ $ = = = = = = \Rightarrow$ $ = = = = = = \Rightarrow$ $ = = = = = = = = = = = = = = = = = = =$	iew Help 문한 Wrap Text 문한 Wrap Text 문화 Ruccions tity warning at the to nt ^o button. ed in the "PerDiem r each student. Bidiate Per Diem b	ter - ¹ / ₁₅ \$ + % Numl top "Macros have Students " work sh	e been disabled". It neet(tab).	Stional Format as atting - Table - C	Styles D	E	<	cells	Format ►	AutoSum V A III V Z Clear V Se Editing	V P tt & Find & er × Select ×	Sensitivity L	M	m St	0	P P
File Across Acro	tructions PerDien Insert Page Layou Calibri S J ⊥ ~ S J ⊥ ~ 1. Once yo that happe 2. The Per 3. You Per 4. You Pur 4. You Pur	Students ⊕ t Formulas D □ 11 → A ⁺ A ⁺ Fort 065432 u open this file you may be acceled on the set of the s	ta Review V $\begin{vmatrix} = = = & \Rightarrow \\ = & \Rightarrow$	iew Help B Wasp Text Text Marge & Cent Ingenerat B TUCCIONS Hy warning at the to The "PerDiem of the the "PerDiem of the the the the the Indiate Per Diem to udents" tab.	ter - \$ - % Numl top "Macros have Students" work sh	9 +8 -9 ber rs	C	Styles D	E	< C レレレー NULL IN F F F	G	Format ↓	AutoSum × A Fill × Z Clear × Fil Editing	Find & Find & Find & Find & K	Sensitivity L	M	m _	0	P A
	tructions PerDierr Insert Page Layou Calibri B I ⊻ - rs B I ⊻ - I. Once yo that happy 2. The Page Layou 1. Once yo that happy 2. The Page Layou 4. You mun 4. You mun 5. Once yo will valida	Students • Students • Int	ta Review V $ \begin{array}{c} = = = = \\ = = \\ = = \\ = = \\ = \\ = \\ = $	iew Help tiew Help tiew Marge & Cent ignment B ructions in the "Perolem r each student. alidate Per Diamb donts" tab. Not Validated". if	ter - \$ 96 top "Macros haw Students" work sh witton on this tab o	9 10	C	Styles D	Ē	<	G	Eormat ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	AutoSum × A Eilt × Z Clear × Fe Editing	Find & Find & Find & Find & K	Sensitivity L	M	m _ 25 Sł	0	P A
File Hame Paste Dicepy - Paste Dicepy - Clipboard B12 - 3 4 5 6	Insert Page Layou Insert Page Layou Cabbin B I U = Cabbin B I U = Cabbin B I U = Cabbin B I U = Cabbin B I Cabbin	Students $\textcircled{\textcircled{e}}$ at formulas D \neg	ta Review V =	Iter Help Burgers Carl Ways Scarl Subsequences Burger	ter - \$ = % Numl top "Macros have Students" work sh sutton on this tab o en and status will bit the status is "Norther have a data	9 1 2 Conc per c c c c c c c c c c c c c c c c c c c	C	Styles D	Ē	<	G G	Eormat ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	AutoSum × A HII × Z Clear × Fi Editing	V P rt & Find & er > Select >	Sensitivity	M	m _ st	0	P A
File Home File Home File Home For a fair Clipboard A A A A A A A A A A A A A	tructions PerDierr Insert Page Layou Calien B I U ⊂ Calien B I U ⊂ Calien B I U ⊂ Factor 1. Once ye that happen 4. You mu 6. Once ye without ye 1. Once ye that happen 1. Once ye that happen 2. The Per 3. You mu 6. Once ye that happen 5. Note without ye 1. Once ye that happen 6. Note ye that happen 7. Note Ke 1. Once ye 1. Once ye	Students (a) A Formulas D $(11 - \sqrt{6})^{-1}$ $(1 - \sqrt{6})^$	$\label{eq:hardward} \begin{array}{c} ta & Review & V \\ \\ \hline \end{array} = \begin{array}{c} = \\ \end{array} = \begin{array}{c} \\ \\ \end{array} = \begin{array}{c} \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \end{array} = \begin{array}{c} \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$	iew Help - Lit Wrop Text - Dimensional Control - Help Contr	top "Macros haw Students" work sh work sh work sh witton on this tab to en and status will the status is "Network is the work sha	e been disabled". It results the set of the	C	D	Ē	<	G G	Format ↓ ∑ 1	AutoSum × A III × Z Clear × Fi Editing	V Port & Find &	Sensitivity L	M	m _ sł	0	P A
File Home Paster File Home Cipboard B12 A A A A A A A A A A A A A	tructions PerDierr Inset Page Layou Calibri B J ⊔ - S ✓ A 1. Once ye 1. Once ye 1	Students 	In the problems.	Iver Help The Market States and	ter = \$ 96 Numl top "Macros haw Students" work sh wutton on this tab o sn and status will lith estatus is "Mithe status is	2 table of the second s	C	Syles D	E	<	G	Format ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	AutoSum Y A Fill Y Se Clear Fai Editing	K	Sensitivity L	M N	m Si	0	P P
	Insert Page Layoung Cable Insert Page Layoung Cable Cable I U - S V A A I - I Once ye I Once ye Will Valid Otherwise the "PerDiane B. User V. S V A I - S V A I - Cable I U - S V A I - Cable I U - S V A I - S	Students A formulas D III - A A A' III - A A' A' IIII - A A' A' A' IIII - A A' A' A' IIII - A A' A	the Review V $I = \frac{1}{2} = \frac{1}{2}$	iew Help 2 Bill Wang Text 2 Bill Mange & Cent 2	ter - 5 % % Munt top "Marros have Students" work sh wutton on this tab o en and status will lith the status is "Net attas will will the status is "Net attas will be when it has a data	9 start er er e	C	Dates	i E		G G	H H	AutoSum × A Fill × Z Clear × Se Editing	K	Sensitivity L	M	m ☆ Sł	0	P A A A A A A A A A A A A A A A A A A A
ind i	tructions PerDierr Insert Page Layou Catin B I ∐ ⊂ Catin B I ∐ − Catin B I ∐ − I ∩ nec ye L O nec ye L	Student		iew Help (b) way int (c) boys int (c) boys int (c) boys int (c) boys (c) boys (ter - S = % Numt top - "Macros have Students" work sh sutton on this tab o en and status will bi the stato is "Northern has a date then that states is "Northern has a date term. Spreadsheet	e been disabled". If ser ser ser sex sex sex sex sex sex sex sex sex sex	Stional Format as	Styles D	E E	<pre></pre>	G G	Format ↓	AutoSum Y A HI Y Z Elear Y Se Editing	K K	Sensitivity L	M M	M S		P P
ind i	tructions PerDierr Insert Page Layou Cable B I ⊻ ⊂ G I I ⊻ ⊂ F G I I ↓ ⊂ F G I ↓	Students	ta Review V = = = 0 $ = 0$	ier Help The Sharp Inst Sharp Inst Shar	ter - 5 - % Num Students" work sh witton on this tab o en and status will f the status 5 "Ner hum thus a data tem. Spreadsheet	source of the set	C C Validated	Styles D	E E		G G	H	AutoSum × AutoSum Z Z AutoSum × AutoSum × AutoSum × Z Z AutoSum × Z Z AutoSum × Z Z AutoSum × Z AutoSu	V Port & Find & Find & Find & K	Sensibrity L	M	m		P A A A A A A A A A A A A A A A A A A A
File Home File Home Itel X Cut Paste Dic Copy Itel Clipboard Itel A Itel	tructions PerDierr Inset Page Layou Calibri B J U − S ✓ A 1. Once yc that happe 2. The Fer 3. You mu 6. Once yc will valida 1. Once yc that happe 2. The Fer 3. You mu 6. Once yc will valida 1. Once yc that happe 1. Once yc 1.	Student	ta Review V = = = 0 $ = 0$	iew Help Difference Build Marge & Cert Build Marge & Cert Buil	top "Macros have students" work sh uuton on this tab o an and status will lithe status is the status is when it has a data tem. Spreadsheet	2 ter disabled", it recent disabled", it seet(tab). r Save the file, it be "Validated", be yr Validated", be yr Validated", be yr Validated it will not upload if	c c Validated	D	i 		G G	Eormat →	AutoSum × A III × Z Editing	V O K K I I	Sensitivity L	M	M	0	2 000000000000000000000000000000000000
ind	tructions PerDierr Insert Page Layou Calin B 7 1 1 1 P 7 1 1 1 P 7 1 1 1 P 7	Students A formulas D A for	the Review V $ \begin{array}{c} I = I = I \\ I = $	iew Help Durge of Cert ignored Turtions Turtions alidate Per Diem bod, it will turn gree with turn gree The vollentaria alidate Per Diem body turn vollentaria turn	top "Macros have students" work sh wutton on this tab oo en and status will lithe status is "the status is "status will the status is "status will have a data tem. Spreadsheet	9 Sar Reference (tab). e been disabled". If e seet(tab). or "Save the file. It or "Validated" go to problem. will not upload if	c Validated	Styles	E E		G G	H H	AutoSum × A HI × So Clear × rate Editing	₩ Point Po	Sensibility L	M	m & S	0 0	2 000000000000000000000000000000000000
Inst Inst Parts Home File Home Parts Dicroy Parts Format Parts Parts Format Parts Parts A 1 A 2 3 3 A 5 6 7 8 9 10 10 11 12 15 16 15 16 17	tructions PerDierr Insert Page Layou Cathe B I U Cathe B I U P P P P P P P P P P P P P P P P P P P	Student	ta Review V $\begin{array}{c} I = I = I \\ I = I $	ierr Help - Lit Wrup Tart - Lit Wrup - Lit Wr	ter - 5 = % Humi top - "Macros have Students" work sh witton on this tab o en and status will the status is "Network is sh the status In Status	South of the second secon	c validated	D	E		G G	H H	AutoSum ~ A Zill ~ Z Cear ~ Fi Editing	K	Sensibility	M	m		2 000
	tructions PerDiere	Student	ta Review V $\downarrow \equiv \equiv \downarrow \Rightarrow$ $\equiv \equiv \downarrow \Rightarrow$ $\downarrow \equiv \equiv \downarrow \Rightarrow$ $\downarrow \equiv \equiv \downarrow \Rightarrow$ $\downarrow \equiv \downarrow \Rightarrow$ $\downarrow \equiv \downarrow \Rightarrow$ $\downarrow = \downarrow = \downarrow \pm $	In the part of the	ter = 5 = 96 Number Number Students" work sh watton on this tab o the status is "Number the status is "Number	e been disabled", i seet(tab). r Save the file, it validated", o validated", o validated", o validated", o validated is will net upload if	C C Validated	D	E		cets	H	klatišum * 2 Z Z ji li * 5 S tátny	Y P P P P P P P P P P P P P P P P P P P	Sendbridy	M	m		2 000
Ind Base Ind File Home Paste Decey Cupboard B12 Ind A A 1 A A A 1 A A A 1 A A A 1 A A A 2 B A A 3 A A A 5 G B	tructions PerOlem Inset Page Layou (autor) Calibit B J U − Calibit B J U − Calibit B J U − Calibit D (Calibit D (C	Student	ta Review V = = + + + + + + + + + + + + + + + + + +	ier Help E Way list E Way li	tor - "Macros have students" work sh nutton on this tab o en and status will lit the status is "the status of "the status when the status of "the status of "the status of "the status of the status of "the status" of "the status of "the status" of "the status of "the status of "the status" of "the status of "the status of "the status" of "the status" of "the status of "the status" of "the status" of "the status" of "the status of "the status"	Source of the sector of t	c c	Styles	E		G G	H	Notation ~ A State of the second seco	Y P. P. A. Start S	Sensitivity	M	m # \$P	0 C	P P
	tructions PerDierr Insert Page Layou Catin B I U - Catin B I U - Catin B I U - Catin B I U - Catin B I U - Catin Catin B I U - Catin	Students A formulas D A formulas D I I A A formulas D I I A A A A A A A A A A A A A A A A A	$\frac{1}{10} = \frac{1}{10} + \frac{1}{10} $	iver Help - Long bar - Long	top "Macros haw Students" work sh withon on this tab oo en and status will the status is "Netwinen this a data when this as data in Status	e been disabled". It were trabin of save the file. It visidated", or to visidated", or to visidated", or to visidated", or to visidated", or to visidated visit visidated visit visit not upload if	c Validated	Dytes	E 		G G	H	Nutation + A A	Y O O O O O O O O O O O O O O O O O O O	Sensibility U	M	m 259		
	tructions PerOlem inset Face Laboration Cabler Cabler B I □ □ Face Laboration B I □ □ Face Laboration Cabler Face	Student	ta Review V $\begin{array}{c} $	Iver Help T 25 Way Taxt 26 May Taxt 19 March 20 March 20 March 20 19 March 20 March 20 19 March 20 March 20 19 March	ter = 5 = 96 Rumi top "Macros have Students" work sh wutton on this tab o and status will be the status is "Macros the status is "Associated on the status is "Macros the status the status is "Macros the status is "Mac	s been disabled", if here is a second	C C Validated	D	E		G G	H	Nation * 2 22	K October Steeler	Sendering and a se	M	m # \$P	0 0	2 NOW
Instant Instant File Home File Home Image: Construction of the second of	tructions PerDierr Inset Page Layou Calibri ■ J U = - S ✓ A 1. Once ye that happe 2. The Fer 3. You mu 6. Once ye will valid the 'PerDierr 5. Gasta 1. Once ye that happe 1. Once ye 1. Once ye	Student	ta Review V = = = + + + + + + + + + + + + + + + + +	ier Help El Way Text El Way T	tor - "Macros have students" work sh nutton on this tab o en and status will lith the status is" students" work sh nutton on this tab o en and status will he status is" n Status m	9 set all from the set of the	c C Validated	Styles	E		G G	H H	Notation ~ A first 2 start 2 s	У . О. а Бала Бала Кана Кана Кана Кана Кана Кана Кана К	Sensitivity L	M (0)	m d SH		2 000 00000000000000000000000000000000
Ind Ind Partie Home Partie Clar Partie Clar Partie Format Partie	tructions PerDierr	Students A formulas D A formulas D I I A A A formulas D I I A A A A A A A A A A A A A A A A A	$\begin{array}{c} \mbox{tas} & \mbox{Review} & \mbox{V} \\ \mbox{$$$$} \equiv \equiv \equiv & \mbox{$$$$$} \\ \mbox{$$$$} \equiv \equiv \equiv & \mbox{$$$$$} \\ \mbox{$$$$$} \equiv \equiv \equiv & \mbox{$$$$$} \\ \mbox{$$$$$$$$$} \\ $$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$$	ierr Help - Long Tart - Long	top "Macros haw Students" work sh watton on this tab oo en and status will the status is "Netwinen this a data when this as data tem. Spreadsheet	e been disabled". It were traditional to the second of the second	c c Validated	D	E	e e e e e e e e e e e e e e e e e e e	G	H	Nutation + A	K K	senibrity of	M		0 C	2 NOV
Ind Ind Parte Home File Home Image: Comment Parte Format Parte B12 Image: Comment Parte B12 Image: Comment Parte Image: Comment Parte Image: Comment Parte <th>tructions PerDierr</th> <th>Students A rormwiss D A ror</th> <th>$\begin{array}{c} \mbox{ta} & \mbox{Review} & V \\ \hline \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} \\ \hline \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} \\ \hline \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} \\ \hline \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} & \mbox{\$I\$} \\ \hline \mbox{\$I\$} & \I</th> <th>ier Help T 2 Ways Tast 2 Ways Tast 2 Monopole Cont spannert 1 Monopole Cont 1 Monopol</th> <th>ter - 5 - % Num Students" work sh witton on this tab o en and status will f the status is "Near In Statuus In Status</th> <th>ter ter ter</th> <th>C C Validated</th> <th>D</th> <th>E</th> <th></th> <th>G</th> <th>H H</th> <th>Nation + A Z Z Z N N N N N N N N N N N N N N N N</th> <th>K</th> <th>Semibility of the semicord sem</th> <th>M</th> <th>m 2 SP</th> <th>0 0</th> <th>2 NOW</th>	tructions PerDierr	Students A rormwiss D A ror	$\begin{array}{c} \mbox{ta} & \mbox{Review} & V \\ \hline \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} \\ \hline \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} \\ \hline \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} \\ \hline \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} & \mbox{I} \\ \hline \mbox{I} & I	ier Help T 2 Ways Tast 2 Ways Tast 2 Monopole Cont spannert 1 Monopole Cont 1 Monopol	ter - 5 - % Num Students" work sh witton on this tab o en and status will f the status is "Near In Statuus In Status	ter ter ter	C C Validated	D	E		G	H H	Nation + A Z Z Z N N N N N N N N N N N N N N N N	K	Semibility of the semicord sem	M	m 2 SP	0 0	2 NOW
Instance Instance File Home E Home E Home E Partie Discourse E Image: E Comment Partie E E E Image: E Comment Partie E E E E <th>tructions PerOlem Inset Page Layou Calibri B J U → Calibri B J U → Calibri B J U → Calibri B J U → Calibri D J D → Calibri D J → Cal</th> <th>Student</th> <th>ta Review V = = = + + + + + + + + + + + + + + + + +</th> <th>ier Help Constructions introductio</th> <th>top - "Macros haw Students" work sh wutton on this tab o an and status will lit the status is "Work sh when it has a data term. Spreadheet In Status</th> <th>2 teer disabled", if see teen disabled", if cave the file, it of Save the file, it of Validated", or problem, will not upload if</th> <th>C C Validated</th> <th>Styles</th> <th></th> <th></th> <th>G Cells</th> <th>H H</th> <th>Notation + Z - Z - Z - Z - Z - Z - Z - Z - Z - Z</th> <th>▼</th> <th>Sensitivity</th> <th>M</th> <th></th> <th></th> <th>2 000 00000000000000000000000000000000</th>	tructions PerOlem Inset Page Layou Calibri B J U → Calibri B J U → Calibri B J U → Calibri B J U → Calibri D J D → Calibri D J → Cal	Student	ta Review V = = = + + + + + + + + + + + + + + + + +	ier Help Constructions introductio	top - "Macros haw Students" work sh wutton on this tab o an and status will lit the status is "Work sh when it has a data term. Spreadheet In Status	2 teer disabled", if see teen disabled", if cave the file, it of Save the file, it of Validated", or problem, will not upload if	C C Validated	Styles			G Cells	H H	Notation + Z - Z - Z - Z - Z - Z - Z - Z - Z - Z	▼	Sensitivity	M			2 000 00000000000000000000000000000000
Ind Ind Parte Home Parte Clapboard B12 Image: Clapboard B1 Image: Clapboard Image: Clapboard Image: Clapboard Image: Clamboard	tructions PerDierr	Student	ta Review V $ \begin{array}{c} = = = \\ = = \\ = = \\ = \\ = \\ \end{array} \begin{array}{c} = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} = \\ = \\ = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ $	ier Help - Monage in the second seco	top "Macros have Students" work sh work on on this tab oo en and status will the status is "Werkwith this a data them. Spreadsheet In Status M	e been disabled". It ever disabled". It ever(tab). r'save the file. It v'slidated", go to v'slidated", go to v'slidated".	C C Validated	Styles	E		G G	H	Notation + A State	K K	L L	M		0	2 NOV 0 NOV
ind Reserve File Home Data Clup Copy Parts Clup base 812 Image: Clup base 812 Image: Clup base 812 Image: Clup base 813 Image: Clup base 814 Image: Clup base 9 Image: Clup base 9 Image: Clup base 1 Image: Clup base 1 Image: Clup base 2 Image: Clup base 1 Image: Clup base 2 Image: Clup base 1 Image: Clup base 2 Image: Clup base 3 Image: Clup base 4 Image: Clup base 5 Image: Clup base 10 Image: Clup base 11 Image: Clup base 12 Image: Clup base 13 Image: Clup base 14 Image: Clup base 15 Image: Clup base 16 Image: Clup base	tructions PerDierr	Students	ta Review V $ \begin{array}{c} = = = \\ = = \\ = = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} = \\ = \\ = \\ = \\ = \\ = \\ = \\ \end{array} \begin{array}{c} \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ = \\ $	ier Help T 2 Wrop Text T 2 Monop to Cent text ructions thy wrong at the to button. ed in the "PerDiem address" tab. the Century and the to the Century and the to t	ter - 5 = % Num top - "Macros have Students" work sh witton on this tab o en and status will the status : "New In Status M	e been disabled". It her seet(tab). c Save the file. It v Validated", go to problem. will not upload if	C C Validated	D	E	e 	G	H H	Natadom + A Z Z Z K K K K K K K K K K K K K K K K	Р О. С. К.	Semibidy discontractions of the second secon	M		0 0	

Accessing the Per Diem Program

Logging in Through the OH|ID Portal

Users can access the online per diem program through the <u>OH|ID portal</u>. Users also can access the OH|ID portal by clicking the Login link located at the top of the **Department's homepage**. Note: Users must already have a OH|ID account prior to being able to sign in. Superintendents and treasurers automatically have access to the program. They can assign a data entry role to an additional person.



Chio Department of Education	Custom Search Q
--	-----------------

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

A teacher, superintendent, parent, or other customer of the Department of Education: The SAFE portal has now been integrated with OH ID. In order to access your existing SAFE applications, please click the button below to access the new OH ID platform.	An employee of the Department of Education: The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.
Important: Your SAFE credentials will not work in the OH ID platform. Please create a new OH ID account if you do not already have one. OH ID PORTAL	MYOHIO PLATFORM
Need Help? Visit the Department of Education OHID Portal Help webpage for information on how to access and navigate the OHID portal.	

⊖OH ID	Log into OH ID
One state. One Account. Your OH ID.	OHID (Username)
	Forgot OHID?
OH ID is a secure way for Ohioans and businesses to interact with multiple State agencies and access a variety	Password 🔯
of programs and services, with a single user account.	Forgot Password?
Create Account	Log in



Find the School Finance app from your list of applications and click Open App.

School Finance
Manage school finance programs
Details Open App

You will be directed to Select Program. To access the per diem program, click Per Diem on the list of programs available. If you are linked to more than one district in OEDS, you will be asked to select an organization.

Select Program
You are associated to multiple organizations.× Please select an organization.
SELECT ORGANIZATION
Dayton City - 043844 🗸 🗸
VIEW DASHBOARD
PROGRAMS ASSOCIATED TO Dayton City (043844)
Catastrophic Cost
ESC Contract
Excess Cost
Per Diem
WorkKeys Reimbursement



The system will direct you to the School Finance Application Search screen shown below.

		DASHBOARD STUDENT -		
Module: Student Program Selected: Per Diem				
School Finance Application Search				
Application Period		Area Office		
Per Diem FY 2022 - Reporting Period 1	~	School Finance Area Coordinator 03	~	Per Diem Status
SSID		County		Approved
		All	~	Correction Needed
Application ID		View As		Data Issue
		Educating District Residency District		Educating District Reviewed
Fatal Flags		Reporting LEA IRN:		Not Eligible
All	~			ODE On Hold
Sort Order		Reporting LEA Name:		Started
Date Submitted	~			Submitted
		District IRN:		Withdrawn
		District Name:		

Q Search Reset

Entering Per Diem Rates

An application will not be eligible for submission without the entry of per diem rates. To enter per diem rates, point to Student on the red task bar at the top of the page. Click on Per Diem Rate from the drop-down list.

Obio Department	Welcome : James Lambert	SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.g
	U15995 - School Finance Area Coordinator U3 DASHBOARD STUDENT -	LOGOUT Session mileuol.og/
	Search School Finance	Application
Module: Student	» New School Finance Ap	plication
Program Selected: Per Diem	» EMIS Student Search	
	» Per Diem Rate	
School Finance Application Search		

Districts will then be directed to search for current per diem rates. Make sure the appropriate application period is selected and click *Search Per Diem Rate*. If no per diem rates are listed, you will be prompted to click *Add Per Diem Rate*. Search Per Diem Rate

add one

Per Diem FY 2022 - Reporting Period 1	~
ducating District:	
045187, Ada Exempted Village	~
045187, Ada Exempted Village	~
Search Per Diem Rate	



Enter the per diem rate for each category, then click Add.

Add Per Diem R	late					×
Category 0	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	<mark>\$</mark> 150	\$ 160
⊗ Cancel						♦ ADD

Per diem rates can be edited prior to the submission of an application. Once an application has been submitted, the application must be placed in Correction Needed status before per diem rates can be edited. The application will need to be resubmitted after the changes are made.

Creating New Per Diem Applications

To create a student application, you will need to import students using the Per Diem Upload Spreadsheet found on the <u>Forms and Program Information for Traditional Public</u> <u>Schools</u> page. You MUST use the most current spreadsheet and the spreadsheet MUST be *Validated* for the students to load into the system.

To upload this spreadsheet, start by pointing to Student at the top of the page and clicking on New School Finance Application from the drop-down list.

Chio Department of Education	Welcome : James Lamb 015995 - School Finance Area Coor	ert rdinator 03	SAFE HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov DLOGOUT Session Timeout:00:24:55
	DASHBOARD	STUDENT	
		» Search School Finance Application	
Module: Student		» New School Finance Application	
Program Selected: Per Diem		» EMIS Student Search	
		» Per Diem Rate	

The screen below will appear. Make sure the appropriate application period and educating district are selected.

Import Per Diem

* Student application period is between 8/5/2021 12:00:00 AM and 3/1/2022 12:00:00 AM. File upload will be unavailable after these dates.	Application Period:	
	Per Diem FY 2022 - Reporting Period 1	~
	Educating District:	
	045187, Ada Exempted Village	~
(Please Select Validated Excel file to Import Per Diem.)		
Choose File No file chosen		

🔔 Upload

Click on Choose File to browse your computer. Find and select the spreadsheet you want to upload and click Open. Once the name of the document is showing in the box, click Upload to upload students from the spreadsheet.

After processing is complete, the page below will appear. In the Upload Summary box, the Total Students Uploaded and Records Processed should be equal if all applications



were uploaded with no problems. The number of records with data issues should be 0. If you have a number listed for records with data issues, they will be uploaded but have a status of *Data Issue*.

Import Per Diem Upload Summary

Total Students Uploaded: 7 Records Processed: 4 Records with data issues: 3 CU2435123 - SSID, Resident District IRN or Educating District IRN not found in EMIS TF9696668 - SSID, Resident District IRN or Educating District IRN not found in EMIS

UB1638882 - SSID, Resident District IRN or Educating District IRN not found in EMIS

Reviewing New Applications

To begin reviewing applications, users first will need to access the Search School Finance Application page. If you are not already on the application search page, click Student at the top of the page and then Search School Finance Application from the drop-down menu. The search page is used to list student applications associated with the district. Then, select specific applications to view and/or edit.

Ohio Department or Education	Welcome : James Lamb 015995 - School Finance Area Coo	pert rdinator 03	SAFE HOME ABOUT ODE	STATE AGENCIES ONLINE SERVICES Ohio.gov
	DASHBOARD	STUDENT-		
Module: Student Program Selected: Per Diem		Search School Finance Application New School Finance Application EMIS Student Search Per Diem Rate		8

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

Application Period		Area Office	Der Diem Statur
Per Diem FY 2021 - Reporting Period 2	*	School Finance Area Coordinator 02	Fei Dielli Status
SSID		County	Approved
		View As	Correction Needed
Application ID		Educating District Residency District	Data Issue
		Reporting LEA IRN:	Educating District Reviewed
Fatal Flags			Not Eligible
All	~	Reporting LEA Name:	ODE On Hold
Sort Order			Started
Date Submitted	~	District IRN:	Submitted
		043844	Withdrawn
		District Name:	
		Dayton City	



Below are search results showing all applications for the district. Twenty applications will appear per page.

Search Resu	lts							
Returned 7 resu	ults.							
Export Search	Results							
							FILTER:	
SSID	APP ID	APP PERIOD	EDUCATING DISTRICT	RESIDENCY DISTRICT	STATUS	DATE SUBMITED	PER DIEM AMOUNT	DETAILS
CU2435123	882591	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		\$0.00	Details
UB1638882	882589	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		\$0.00	Details
TF9696668	882592	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Data Issue		\$0.00	Details
QX9423918	882587	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		\$0.00	Details
VZ8201695	882508	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043711 Canton City	Started		\$0.00	Details
QP2957677	882590	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		\$0.00	Details
PZ2645875	882588	Per Diem FY 2021 - Reporting Period 2	043844 Dayton City	043802 Columbus City School District	Started		\$0.00	Details

Use the Next 20 Results, Previous 20 Results and Go to buttons to navigate between pages. To view the details of a specific application, click the Details button under the Details column.

Search Results

Returned 2338 results.				
Export Search Results	<u>Go to</u> page	1	of 117	NEXT 20 RESULTS >

Applications can be filtered by entering specifics in any one of the available search criteria boxes, such as SSID, Submission Date, Application Type or Application Status. Districts also can search as the educating district or resident district. To view applications based on specific criteria, select one or more of the search criteria before clicking Search. For example, to view only applications placed in *Submitted* status by your district, select Submitted from the available per diem statuses, then click the Search button. All applications in Submitted status should be listed. Districts may export search results by clicking the Export Search Results button. This will export all pages from the search results to an Excel spreadsheet.

Applications with Data Issues status

When a district uploads an SSID into the per diem program, an application is created. The system checks for four conditions before giving the application a status of *Started*.

- 1. Is the SSID found in EMIS?
- 2. Is there a valid EMIS placement code associated with the SSID?
- 3. Is the educating district IRN associated with the SSID in EMIS?
- 4. 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 will be attached to the application that describes the type of data issue(s) found. The following are the fatal flags:

- 1. Fatal SSID not found in EMIS (this flag cannot be removed).
- 2. Fatal Invalid EMIS placement code.
- 3. Fatal Resident district or educating district not associated with SSID in EMIS.



All applications with a *Data Issue* status should be either withdrawn or corrected through the area coordinator before they can be changed to *Started* status. Both districts and area coordinators can withdraw applications with data issues. However, *only* the area coordinator can correct an application with a data issue and change its status to *Started*. *It is the responsibility of the educating district to contact the area coordinator to address data issues.*

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 for any student applications remaining in *Data Issue* status.

If the application was included on the spreadsheet by mistake, the application must be withdrawn. To withdraw the application, open the PER DIEM tab and, under the Actions heading, click the Withdraw button, which causes the Actions button to change to Start. However, you will be unable to submit the application because the flags still are there.

If the correct student was on the spreadsheet but uploaded with a data issue, check the application for flags. If you believe your data are accurate and reflect EMIS data and the student is eligible for per diem payment, contact your <u>area coordinator</u>, who may, at his/her discretion, remove the flags and place the application in *Started* status. The area coordinator may request evidence or documentation to support your request to change the application.

PER DIEM Tab

After selecting the details of an application from the Application Search page, you are directed to the PER DIEM tab shown below. This page contains the details of the total cost for that specific per diem application. All applications show the enroll start/end dates, number of days, disability condition (if applicable), the per diem rate, and the total per diem amount. This information is pulled from the Per Diem Upload Spreadsheet and the data entry for the per diem rate. Application data can be edited by clicking the pencil icon to the right of the record. The *Add* button also exists to include data that may have been missed from the original upload spreadsheet. If a student has more than one disability condition within the same application period, the add function can be used to add the second disability condition and the appropriate start/end dates and number of days.



DUCATING DISTRICT	RESI	DENT DISTRICT	STATUS	AUTO APPROVE DATE AC	TIONS	DETAILS
043844, Dayton City	043	11, Canton C	City Started		Submit Withdraw	Details
Per Diem						
Enroll Start Date	Enroll End Date	Number of Days	Disabilit	ty Condition	Per Diem Rate	Per Diem Amount
	02/20/2024	89	Cat 0. Not applicable (Disability condition **)		\$20.00	\$1,780.00
01/01/2021	03/30/2021					
01/01/2021	03/30/2021				Total Amount:	\$1,780.00
01/01/2021	05/30/2021				Total Amount:	\$1,780.00
01/01/2021 Add	03/30/2021				Total Amount:	\$1,780.00
01/01/2021 Add	03/30/2021			History	Total Amount:	\$1,780.00

After clicking the pencil icon, the box below comes up to change any of the previously reported data. After making the necessary changes, click the Update button to make changes, or click Cancel if you choose not to make changes. Edit Per Diem Details

ENROLL START DATE	ENROLL END DATE	NUMBER OF DAYS	DISABILITY CONDITIONS
01/01/2021	03/30/2021	89	Not applicable ~
⊗ Cancel		Edit Der Die	© UPDATE

After clicking the Add button, the box below comes up to add additional data. After entering the new per diem details, click the Add button to add to the application. You may click Cancel if you choose not to add the additional data.

Add Per Diem Detail				×
ENROLL START DATE	ENROLL END DATE	NUMBER OF DAYS	DISABILITY CONDITIONS	
			Select One	~
⊗ Cancel				⊘ ADD



×

If any dates entered are outside the application period, or the number of days is greater than the days between the start and end date, a pop-up box will alert you as shown below. Data will not be accepted for the edit or addition until the data is corrected and appropriate.

Add Per Diem Deta	System Information ×	×
	The number of days is greater than the days between start date and end date	
ENROLL START DATE	Close 11/18/2021 100 Cognitive Disabilities	· · · ·
⊗ Cancel		♦ ADD

APPLICATION Tab

The APPLICATION tab contains student information such as educating district, grade level, and application status. If you believe any of the information on the APPLICATION tab is incorrect, contact your <u>area coordinator</u>. The area coordinator may request documentation to support your request prior to making the change. The user may click the question mark icon to access contact information for the school districts.

Application Information		·	AWARD INFO	
itial Provider: 043802, Columbus City School District 🖬			Application Status: Started	
019-2020 School Year Grade Level:			No Award Info Available	
020-2021 School Year Grade Level: Not Specified				
020-2021 School Year Grade Level: Not Specified		^		
020-2021 School Year Grade Level: Not Specified	ENROLLMENT START DATE	ENROLLMENT END DATE		

DOCS Tab

This tab is used to attach, view, and manage supporting documentation for the application reported. No documentation is required for per diem costs but is available for use if needed.

Application	Per Diem	Docs	Comments / History						
Uploaded Document Type		Documents On	File						
				🛓 Upload Documen	(s)				X Delete Document(s)
								FILTER:	
				NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
							No Documents on File.		



To add documentation, click the Upload Document(s) button. Select the document type you want to attach from the choices in the drop-down menu under Document Type. After choosing the document type, drag and drop the files you wish to upload into the box shown below or click in the box to browse your computer for files.

Once the document uploaded, it will show in the box below. When you have finished adding documents, click the Close button at the bottom right of the box.



After clicking Close, the document(s) you just uploaded will be shown on the DOCS tab.

Applicat	ion	Per Diem	Docs	Comments / History						
Uploaded Document Type			Туре	<u>^</u>	Documents On File					^
Per Diem Contract 1					Upload Document(s)					X Delete Document(s)
					Returned 1 results.					
									FILTER:	
					NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
					Per Diem Documentation.docx	Per Diem Contract	11/03/2021	No	ອ	
										1

Please keep documentation to a minimum as there is limited space available for documentation upload. If additional information is requested by the school district, please email the school district.

To delete documentation, select the box next to the document you wish to delete then click the Delete Document(s) button.

Returned 1 results.					Delete Document(s)
				FILTER:	
NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	
Per Diam Decumentation doox	Per Diem Contract	11/03/2021	No	็ด	



~

Once the per diem tab has been reviewed (and edited if necessary), and any documents have been attached to the student file, the application is ready to submit to the resident district.

COMMENTS/HISTORY Tab

If there are any notes between the resident district, educating district, and/or area coordinator, they can be found in the COMMENTS/HISTORY tab of the individual student application. Comments can be added by clicking the Add New Subject button below.

			0	Comment			0
Add New Subject				Note: Commer	nts are for information only. Recipie	nts are not notified when a comment is e	ntered.
Last Updated	Subject	Last Updated By					
9/14/2021	test	Apama Nanda	Θ	Subject test Message			
				Created by Aparr lest	a Nanda on 914/2021 4:58:67 PM		Reply
				Application Hist	tory		6
						Object	
				Date	Created By	Jidus	

Submitting Applications

DATA ENTRY – PER DIEM ROLE

A user with a "Data Entry – Per Diem" role in OEDS does **not** have permission to submit the per diem application. Instead, users with the data entry role 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 PER DIEM tab and clicking the Educating District Reviewed button. Documents with a status of *District Reviewed* indicates to the treasurer or superintendent the application is ready for review and either the treasurer or superintendent can submit the application. For information regarding role duties/permissions, please refer to <u>WHICH ROLES CAN CHANGE AN</u> <u>APPLICATION STATUS</u> of the manual.

10/13/2021

Withdraw Educa

Treasurer and Superintendent Roles

Correction Needed

043489, Akron City

Treasurers **or** superintendents can submit an application that is in the *Started* or *District Reviewed* status. It is not necessary for both the superintendent and treasurer to submit an application. By submitting a per diem application, the superintendent or treasurer is certifying -, to the best of his or her knowledge, the student meets the program's eligibility criteria, and the reported costs are legitimate and accurate. To submit the application, go to the PER DIEM tab and click the Submit button. Each student application must be submitted separately. They cannot be submitted in bulk.



043802, Columbus City School District

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043844, Dayton City	043711, Canton City	Started		Submit Withdraw	Details

Once an application has been submitted, the status will change to *Submitted*, as shown below, along with the auto-approve date. The date/time stamp also will be added to the History box at the bottom of the page. Once submitted, you will see a date under the Auto Approve Date heading. This date is 30 calendar days after the date of submission and is the date on which the application automatically will be approved for payment unless the application is in *Correction Needed* or *ODE On Hold* status. Monitor submitted applications regularly until approved by the resident district. If the resident district places an application in *Correction Needed* status, an email is sent to all OEDS roles listed in the excess cost system for the district.

EDUCATING DISTRICT	RESIDENT DISTRICT	STATUS	AUTO APPROVE DATE	ACTIONS	DETAILS
043844, Dayton City	043802, Columbus City School District	Data Issue			Details
043786, Cleveland Municipal	043778, Claymont City	Submitted	09/23/2021	Need Correction Approve	Details
History					
8/24/2021 11:15:50 AM - Distric 8/24/2021 11:14:58 AM - James 8/24/2021 11:14:06 AM - Distric	ct Superintendent - Submitted s Lambert - Started ct Superintendent - Data Issue				

Resident District

What happens after an application has been submitted by the educating district?

At the end of each day, the resident district will receive a batch email that lists all the SSIDs of applications that were submitted or **resubmitted that day**. Verify via the search function, as the resident district, that the students are **eligible for per diem funding and review related per diem costs**.

The resident district reviews the submitted applications and has three choices:

- 1. Approve the application, which changes status to Approved.
- 2. Return application for correction, which changes status to Correction Needed.
- 3. Do nothing. If the resident district does not act within 30 days of the application being submitted, the system automatically **will** approve the application.

Application Ready to be *Approved* by Resident District

Only persons with superintendent or treasurer roles will be able to approve applications. Those with the data entry role cannot. If the resident district agrees with the application, either the superintendent or treasurer may go into the individual application and click Approve on the PER DIEM tab. If no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.



Application Changed by Resident District to *Correction Needed*

Only persons with superintendent or treasurer roles will be able to return applications. The data entry role cannot return an application to the educating district.

If the resident district does not agree with something submitted on the per diem application, it can change the status to *Correction Needed*. A comment must be included when a resident district returns an application.

At the end of the day, the educating entity will get a bulk email listing the SSIDs of all applications returned for correction.

To change to *Correction Needed* status, you must click on the Need Correction button on the PER DIEM tab.

What if the Resident District Does Nothing with a Submitted Application?

If the resident district does not act within 30 days of the application being submitted, the system automatically approves the application.

Applications have an original submission date on them. The district will know- 30 days after the original submission date that the application will automatically be approved unless it is in *Correction Needed* status or the Department places the application in *ODE On Hold* status.

The resident district will receive an email ten days and five days prior to the system automatically approving an application.

Application Changed to ODE On Hold

An application should only be in *ODE On Hold* status when either the educating district or resident district requests assistance from the area coordinator. Only the area coordinator can place an application in *ODE On Hold* status. When an application is put on hold, the educating and resident districts will receive email notification.

Only the area coordinator can approve or return applications put on hold and will include comments. Area coordinators can edit the APPLICATION tab before approving or returning for correction, but only the educating district can change costs.

Educating District Reviews Application Returned by the Resident District

Both educating and resident districts should work together to resolve applications in *Correction Needed* and *ODE On Hold* statuses. The system will display contact information for districts associated with the application. The comment section is for general comments and is not intended to be an absolute mode of communication



between districts. If after formal communication with the educating/resident district a resolution cannot be obtained, please contact your <u>area coordinator</u>.

The educating district *may* edit and attach supporting documents to returned applications but *must* resubmit the application to be paid.

Resubmitting an application will change the status to *Submitted* and will restart the 30day auto-approval timer. SSIDs of resubmitted applications will be included in the batch email sent to the resident district daily. The resident district may approve resubmitted applications or, if no action is taken, the system will approve the application automatically through the 30-day auto-approval timer.

The educating district will have the ability to withdraw the application.

Returned Application Being Resubmitted

If a returned application is resubmitted, the resident district has the same three choices as before.

- Within the 30-day window, applications can be returned and resubmitted any number of times.
- Any application with *Correction Needed* status will be put on hold 30 days after the initial submission date.
- Any application resubmitted and not approved by the resident district will be approved or put in ODE On Hold status after the 30th day from the original submission date.

After 30 days from the initial submission date, all valid applications that were resubmitted will be auto-approved.

