

# Nonpublic Data System (NPDS)

## Medical Reporting

The Medical tab is now open to nonpublic school leaders and **closes on August 30, 2026**. Please follow the directions below to input data for the Medical Group.

1. Sign in to the [OH|ID Portal](#).
2. Select Nonpublic Data System from applications (My Apps).
  - To access the system, the **user must have** the principal or the data entry-nonpublic program role assigned in the [Ohio Educational Directory System \(OEDS\)](#). Contact your school's OEDS administrator for further information on role assignments.
3. The page will display "NPDS Application Search." (You may need to click on  select programs in the upper left corner and select Nonpublic Data System.)
  - Ensure the fiscal year is correct for the application period: "Nonpublic State FY2026 – Federal FY2027"
  - Enter the school's Information Retrieval Number (IRN).
  - Change status by selecting the carrot beside participation  and select "STATE ADM" from the drop down that appears.
  - Click "Search" button (lower, left corner).
4. Under "Result(s) Returned" (bottom), find your school.
5. Click the "Details" button  at the end of the row.
6. The page will display several tabs.
  - Click the Medical Tab.
7. Under the section labeled "Diabetes and Overdose Reversal Drug Numbers," click the edit pencil  and enter the data as it relates to diabetes care in schools and overdose reversal drugs. Report the number of students with diabetes enrolled, the number of diabetes medication administration errors, and the number of times an overdose reversal drug was administered during the fiscal year<sup>1</sup>. Enter information then click "save." Be sure to enter 0s if appropriate.
8. Under the section labeled "Stock Medication (epinephrine, glucagon, and inhalers)<sup>2</sup>" click on the edit pencil  and select either "school has stock medication" or "school does not have stock medication" radio button. If your school does have stock medication check the box for each type of stock medication your school currently has on hand "epinephrine", "glucagon", or "inhaler."

<sup>1</sup> Diabetic medication administration errors include omitted doses, incorrect doses, incorrect time of administration, incorrect student, improper injection techniques, incorrect route of administration, and errors in calculation of carbohydrates resulting in incorrect dosage administered.

<sup>2</sup> Stock medications include only epinephrine, glucagon, or inhalers that are purchased by the school or donated to the school from a wholesale distributor. (Do not include any medications provided by the parent or guardian for a specific student in this reporting.)

9. If school has stock medication report procurement and usage numbers under the section labeled “Stock medication details (epinephrine, glucagon, and inhalers)” click the plus symbol . New menu titled “Add Medical Group Data” will appear. Select the drop-down carrot  and select a medical group to report from the list below:
  - Number of epinephrine autoinjectors procured on this date;
  - Number of epinephrine autoinjectors used on this date;
  - Number of glucagon procured on this date;
  - Number of glucagon used on this date;
  - Number of inhalers procured on this date; and
  - Number of inhalers used on this date.
10. Enter the date of procurement or administration.
11. Enter the number of doses procured or used.
12. Select “SAVE”
13. Steps 9-12 will need repeated for each procurement and each usage of epinephrine, glucagon, and inhaler from the school’s stock medication that occurred during the school year.
14. Once all information has been entered and save has been selected in the individual steps, reporting is complete.

Direct questions or issues with the application to (877) 644-6338. Direct questions about requirements to Christina May at [wholechild@education.ohio.gov](mailto:wholechild@education.ohio.gov).