Nonpublic Data System (NPDS)

FY24 Medical Reporting Instructions

Ohio law requires chartered nonpublic schools to report to the Department yearly the number of students with diabetes enrolled and the number of diabetic medication administration errors.

Ohio law also requires chartered nonpublic schools that elect to procure injectable or nasally administered glucagon, inhalers, and epinephrine autoinjectors to report to the Department each procurement and each occurrence in which it is used from the school's supply.

The Medical tab is now open to nonpublic school leaders and **closes on August 31, 2024.** 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 OEDS.
3. The page will display "NPDS Application Search."
   - Ensure the fiscal year is correct for the application period: "Nonpublic State FY2024 – Federal FY2025"
   - 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 "Has Medical," click the pencil, and answer that the school "has medical" information to report to the Department. Enter information then click "save."
   - Note: Only schools that were not serving students during the 2023-2024 school year should mark "no medical" to report.
8. Under the section labeled "Diabetes," click the pencil and enter the data as it relates to diabetes care in schools. Report on the number of students with diabetes enrolled and the number of diabetes medication administration errors. Enter zeroes only if the school had no students with diabetes or no medication errors. Enter information then click "save."
9. Under the section labeled "Medical Groups" click the pencil and enter the data as it relates to the procuring and administration of certain medications to the Department, date of purchase and data of administration (if applicable). After information has been entered click "save". Please enter for the three areas listed here.
   - Epinephrine
   - Glucagon
   - Inhalers

Direct questions or issues with the application to (877) 644-6338. Direct questions about requirements to wholechild@education.ohio.gov.

Department of Education & Workforce