ADP Provider Invoicing Manual

January 2024

Ohio Department of Education & Workforce

Contents

Fiscal Guidance

State law outlines the funding formula for the Adult Diploma Program. Funding calculation is for each eligible student enrolled in an approved institution's approved program of study based on the following formula:

(student's career pathway training program amount + student's work readiness training amount) X 1.2 for associated services

Career Pathway Technical Training

Career pathway training hours	Amount
Up to 300 hours	$1,600
Between 301 – 600 hours	$3,200
601 – 900+ hours	$4,800

Work Readiness Skills

Grade Equivalent	Amount
≥ 9th grade	$750
< 9th grade	$1,500

Associated Services (additional 20 percent of total program)
Ranges between $470 - $1,260
Pre- and post-assessments – (e.g., TABE, WorkKeys®, etc)
Counseling and advising

Payment Schedule – Breakdown of the three payments:

Payment	Number of Program Hours	Amount
1st Payment	First third of Program Hours	25% of total funding
2nd Payment	Second third of Program Hours	25% of total funding
3rd Payment	Final third of Program Hours	50% of total funding

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The following chart summarizes all invoicing.

Program hours	Grade Level funding	Total Amount	Invoice #1 1/3 hrs 25%	Invoice #2 2nd 1/3 hrs 25%	Invoice #3 Upon Completion Final 50%
0-300	9th grade or above	$2820	$705	$705	$1410
	below 9th grade	$3720	$930	$930	$1860
301-600	9th grade or above	$4740	$1180	$1180	$2360
	below 9th grade	$5640	$1410	$1410	$2820
601-900	9th grade or above	$6660	$1665	$1665	$3330
	below 9th grade	$7560	$1890	$1890	$3780

Submitting Invoices for Payment

1. Sign in to OH|ID portal. (https://safe.ode.state.oh.us/portal/)

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.

Important: Your SAFE credentials will not work in the OH|ID platform.
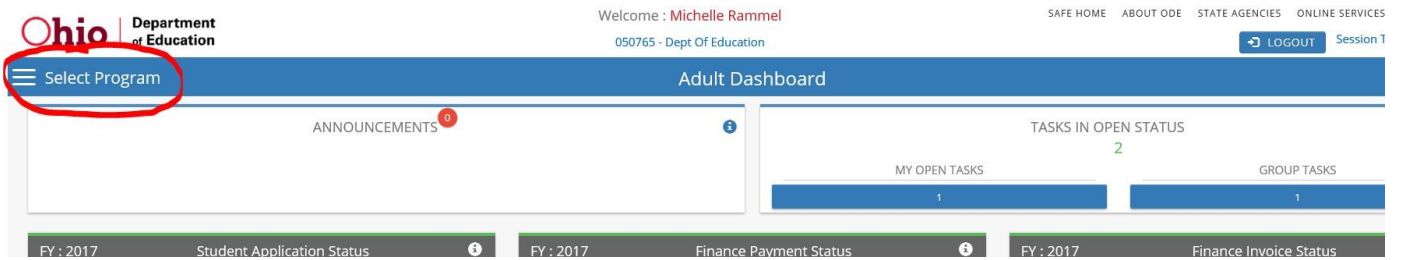Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the Department of Education OH|ID Portal Help webpage for information on how to access and navigate the OH|ID portal.
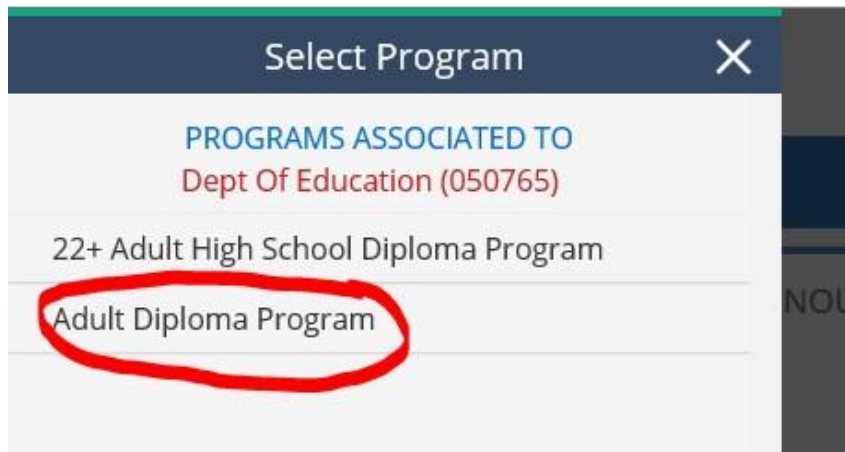
2. Click the Adult Learner Web System.

3. The Dashboard will appear. Click *Select Program* in the top left.

4. In the window that appears on the left, click on *Adult Diploma Program*.

5. Hover over the Student Tab located in the top left of the page. Select *Search Student Application.*

6. There are multiple ways to locate a student's application in order to create an invoice. First make sure the Application Period is accurate.
   a. On the Student Search Page, type the student's first and last name. Click *Search*.
   b. On the Student Search Page, enter the *Application ID* or *Student ID*. Click *Search*.
   c. On the Student Search Page, click *Search* to obtain a complete student list.

   NOTE: The list can be filtered by using the Application Status section located to the right.

7. Open a student application by clicking the Details button located to the far right.

A student's application must be in the *Accepted* status to create an invoice.

8. Click on *View Finance Details*.

| STUDENT | APPLICATION | GRADUATION REQUIREMENTS | STUDENT SUCCESS PLAN | ASSESSMENT | DOCS | STATUS / FLAGS | COMMENTS / HISTORY |

Student Information

9. Click *Add New Invoice* under the Invoice Tab.

| INVOICE | ACCOUNT SUMMARY | PAYMENT | FINANCE DOCS | FINANCE COMMENTS |

Invoice Information ❓ 📺

Scholarship: 3/17/2017 - 12/31/2017   Total Allocated: $3,720.00   Total Invoiced: $0.00   Total Paid: $0.00   Total Remaining: $3,720.00

* - indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT

Add New Invoice   Print Invoice Summary   Previous   **Page 1 of 0**   Next

10. A pop-up window will open. Click *Add Course* to begin selecting courses the student has completed.

Invoice   ✖

Invoice Number: 0   **Provider:** Apollo Career Center
Enrollment: 3/17/2017 - 12/31/2018   **Student Name:** Torres, Lucila

Invoice 📺

Course Type	Course Name	Start Date	End Date	Credits	Amount

                                                                                                    Add Course

Comments ❓ 📺   **CLICK HERE TO VIEW DETAILS**

                                                                          Amount to be paid by ODE for this Invoice $0.00
                                                                          NOTE: ** Total amount requested this Invoice is less than the total available
                                                                          amount

11. Select the *Course Type* and *Course Name.* Enter the start date and end date of the program. The hours for each
    course pre-populate. Add as many courses necessary to reach the minimum hours required for the invoice.

Save Course   ✖

Course Type		Course Name	Start Date	End Date	Hours	Amount
Required Course	✓ Operating Systems		05/02/2017	05/26/2017	15	

Connectors and Computer Components
Security & Best Practices
Networking, Sharing, & Storage
Basic IT Literacy
MS Word Basics
Creating/Editing Letters
Creating Simple Reports
Working With Tables
Using Mail Merge

                                                                                   Save Course   Cancel

nment   RRENT INVOICE STATUS: 0.00

12. After selecting a course, click *Save* located on the bottom left. This will display a message that includes the
    minimum number of hours required to submit the invoice. Add courses as needed. Click *Save*, then click *Submit*.

Course Type	Course Name	Start Date	End Date	Hours	Edit	Delete
Required Course	Operating Systems	5/2/2017	5/26/2017	15	✏️	🗑️
Required Course	Security & Best Practices	5/2/2017	5/26/2017	10	✏️	🗑️
			Total completed course hours:	25		

Add Course

*Minimum required course hours to submit this invoice: 30 hours

Comments ❓🖨️

Add Comment

CLICK HERE TO VIEW DETAILS

Amount to be paid by ODE for this Invoice	$0.00

NOTE: ** Total amount requested this Invoice is less than the total available amount

History ❓🖨️

5/28/2017 7:45:24 PM - Barry Blank - Started

CURRENT INVOICE STATUS:
Started

UPDATE INVOICE STATUS TO:
Submit
or
Cancel Invoice

Save   Cancel

Note: Validation error -If the provider tries to submit the invoice without minimum-required course hours, the following error message will occur.

quired Course	5. Workplace Terminology	12/14/2015	12/24/2015	2.5	✏️	🗑️
quired Course	6. Prescriptions	12/14/2015	12/23/2015	2.5	✏️	🗑️

The course should be either completed in full or atleast one third or two thirds of the course should be completed before submitting this invoice.
Proof of Attendance document is required to submit the invoice.

Ok

NOTE: The provider can choose to submit one invoice for payment once the adult learner passes WorkKeys, career field training, and required credential(s) OR may submit up to three invoices as described on page one and summarized at the top of page two of this manual. **Only one invoice can be started/open at a time.**

13. Under the Finance Docs Tab, upload the required documents as follows:

   1st invoice – Transcript

   2nd invoice – Transcript and WorkKeys scores

   Final Invoice – Final transcript and Proof of Credential attainment

   NOTE: If you submit only *one* invoice, upload the Official transcript, final WorkKeys scores, and Proof of Credential Attainment.
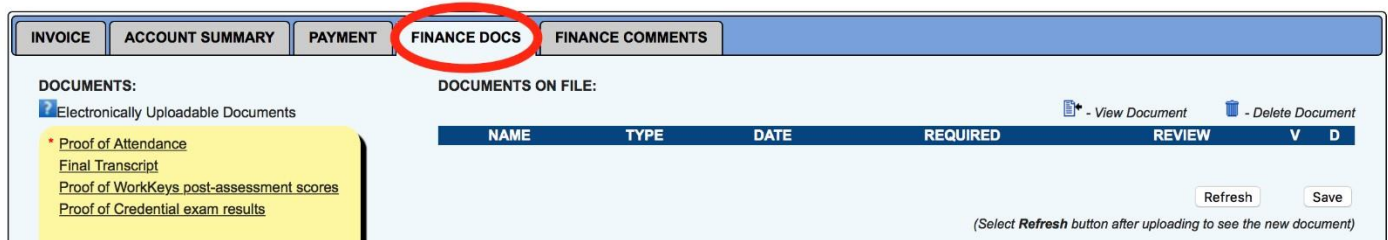
Validation error – If the provider has not uploaded the required documentation, such as the transcript, the following error message will occur.
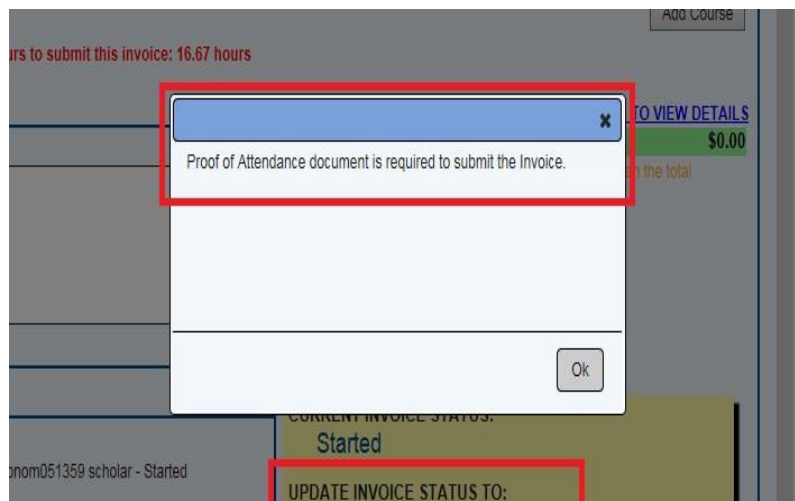
14. Go to the Invoice Tab and open the started invoice by clicking on the Details button under *GOTO*.

Program Information

Program Selected: Adult Diploma Program
051359 - Penta Career Center
[Select Another Program or Org]

| ID: 155200   Name: MARY BRYANT I | Period: Adult Diploma FY 2016   Type: First Year Applications   Status: Accepted | [View Student App] |

Viewing Student: 1 of 1

INVOICE | ACCOUNT SUMMARY | PAYMENT | FINANCE DOCS | FINANCE COMMENTS

Invoice Information

Scholarship: 12/14/2015 - 6/30/2016   Total Allocated: $3,720.00   Total Invoiced: $1,162.50   Total Paid: $0.00   Total Remaining: $2,557.50

* - indicates Invoice is an Adjustment

2 invoice(s) returned. Total Requested: $1,162.50, Total Approved: $1,162.50

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT
3052	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Submitted	FY Year 2016	12/14/2015	$310.00	$310.00	$310.00	🕐	🖨
3053	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Submitted	FY Year 2016	12/14/2015	$852.50	$852.50	$852.50	🕐	🖨

[Add New Invoice] [Print Invoice Summary]   [Previous] Page 1 of 1 [Next]

15. After all required documents are uploaded, change the status from *Started* to *Submitted* on the Invoice Tab to submit the invoice to the Department of Education for review.

Required Course   Using Mail Merge   5/2/2017   5/26/2017   5

Total completed course hours: 90

[Add Course]

*Minimum required course hours to submit this invoice: 30 hours

Comments ? 🖨

CLICK HERE TO VIEW DETAILS

Amount to be paid by ODE for this Invoice $3,720.00

[Add Comment]

History ? 🖨

5/28/2017 7:45:24 PM - Barry Blank - Started

CURRENT INVOICE STATUS:
Started

UPDATE INVOICE STATUS TO:
Submit
or
Cancel Invoice

[Save] [Cancel]

16. ASSESSMENT TAB (on Student side of application)- Complete ONLY when a student has obtained the required WorkKeys scores, passed all coursework, and earned the required Industry credential(s).

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a. Click the Edit Icon.

b. Enter the date date and score. (If the test is pass/fail, enter 100 for passing.)

c. Click the Save Icon.

d. Click *Submit*.

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e. Click OK on the pop-up window to confirm you wish to Submit.
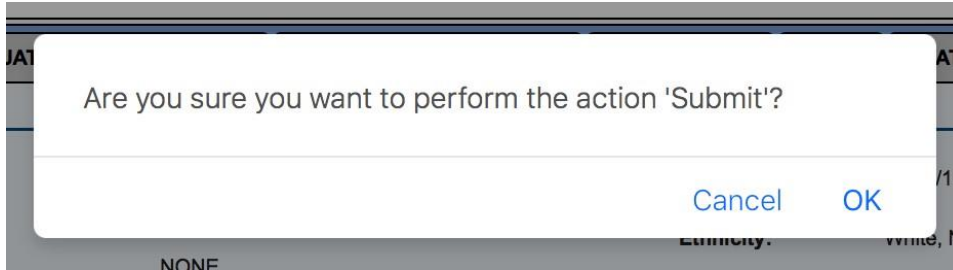
f. The Status will change to *Approved*.

   NOTE: For the system to change the student's status to *Requirements Passed,* the credential status must be Approved.

Review by the Ohio Department of Education Program Office

Once the provider submits the invoice, the Ohio Department of Education reviews the invoice and the required documents. If approved, the Department of Education will change the status to review completed and will accept the invoice. If there are any issues or questions, the Department of Education will contact the provider via email or phone.

Student Role in Processing Invoices

The adult learner no longer is required to accept invoices.

Graduating a Student

After the final invoice is accepted, the Department of Education will move the student application to *Requirements Passed*. The print function for the high school diploma is now active. The provider accesses the Diploma from the Graduation Requirements Tab in the student's application.

The student's graduation date is the date that the Department of Education changes the status to *Requirements Passed*.

Reviewing Existing Invoices

There are three ways to access an existing invoice:

1. When reviewing a student application and invoices, make sure the correct Application Period is selected in the dropdown box.

    Select the student and click on *View Finance Details*.

Under the Invoice Tab, you can view any invoice that has been processed for the student.

ID: 329982   Name: Lucila Torres   Period: Adult Diploma FY 2017   Type: First Year Applications   Status: Accepted   View Student App

Viewing Student: 1 of 1

INVOICE	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS

2. Finance Search
    Hover over the Finance Tab. Click *Finance Search*.

| Provider ▽ | Student ▽ | Finance ▼ | Admin ▽ | Report | Contacts ▽ |

Finance Search ←

Program Information

Invoice Search

Module: Provider
Program Selected   am

Refund Payment

Payment Search
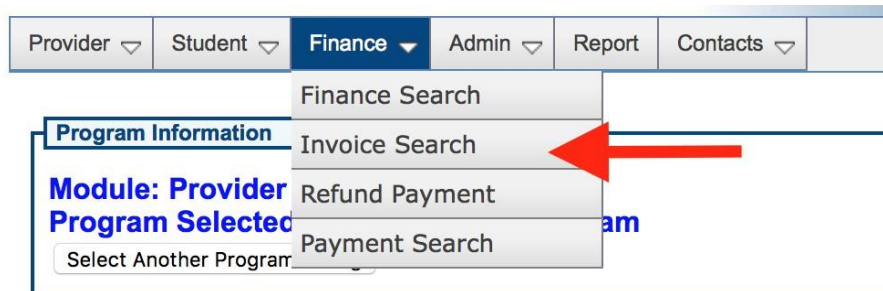
Select Another Program
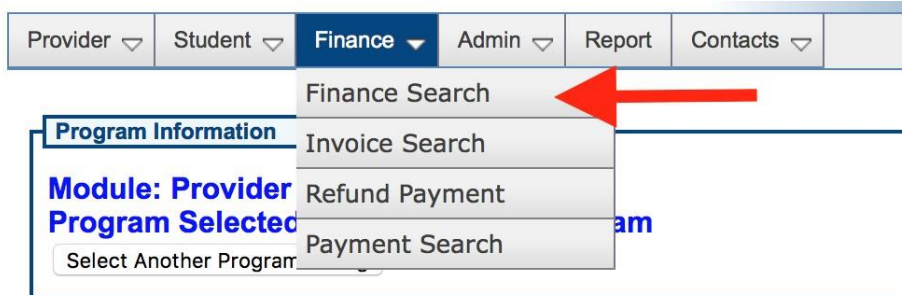
You can search an invoice via *Finance Search* by APP ID or the student's name. Make sure to select the appropriate Application Period.

STUDENT FINANCE SEARCH PAGE

BASIC SEARCH

APPLICATION ID: _____   APPLICATION PERIOD: Adult Diploma FY 2017

SSID: _____   PROVIDER NAME: _____

FIRST NAME: _____   PROVIDER IRN: _____

LAST NAME: _____

DOB: _____

Search   Reset

3. Invoice Search
    Hover over the Finance Tab. Click *Invoice Search*.

| Provider ▽ | Student ▽ | Finance ▼ | Admin ▽ | Report | Contacts ▽ |

Finance Search

Program Information

Invoice Search ←

Module: Provider
Program Selected   am

Refund Payment

Select Another Program

Payment Search

Ohio **Department of Education & Workforce**

You can search an invoice via *Invoice Search* by APP ID, the student's name or by *Status*. Make sure to select the appropriate Application Period.

FINANCE INVOICE SEARCH PAGE

APPLICATION ID:	APPLICATION PERIOD:	Adult Diploma FY 2017
SSID:	BILLING CYCLE:	All
DOB:	PROVIDER NAME:	
FIRST NAME:	PROVIDER IRN:	
LAST NAME:		
INVOICE ID:		
SORT ORDER:	Status, Name	

INVOICE STATUS:
Adjustment Resubmitted
Adjustment Started
Adjustment Submitted
Correction Needed
Invoice Accepted
Invoice Approved
Invoice Cancelled
Invoice On Hold
Invoice Rejected
Rejected
Review Completed
Started

Search   Reset

Contact Information

For questions regarding the Adult Diploma Program, please contact:

Dean Scheiderer
Education Program Specialist
Adult Diploma Program
614-387-2254
Dean.scheiderer@education.ohio.gov