

# ADP Provider Invoicing Manual



May 2024



**Department of  
Education &  
Workforce**

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## 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
≥ 9 <sup>th</sup> grade	\$750
< 9 <sup>th</sup> 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
1 <sup>st</sup> Payment	First third of Program Hours	25% of total funding
2 <sup>nd</sup> Payment	Second third of Program Hours	25% of total funding
3 <sup>rd</sup> Payment	Final third of Program Hours	50% of total funding

The following chart summarizes all invoicing.

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

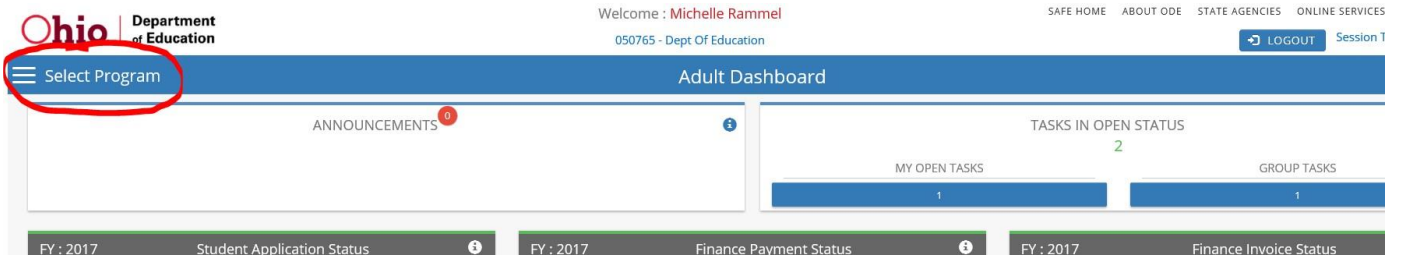
**OH|ID PORTAL**

**Need Help?** Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

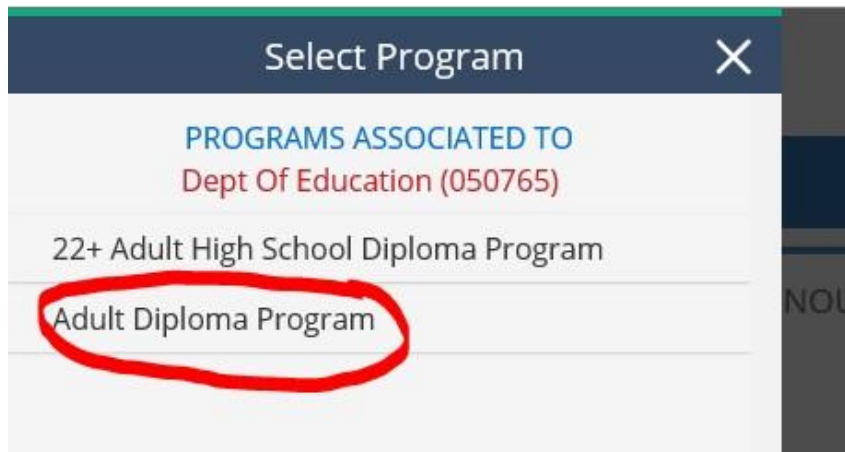
2. Click the Adult Learner Web System.



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*.

- » Search Student Application
- » New Student Application
- » Task Management

Module: Provider  
Program Selected:

Adult Diploma Program

Provider Search Page

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.

**ADVANCED STUDENT SEARCH PAGE**

BASIC SEARCH | SSID SEARCH | ASSESSMENT SEARCH

APPLICATION ID:

STUDENT ID:

SSID:

FIRST NAME:

LAST NAME:

DOB:

DATE SUBMITTED:

HAS FATAL FLAG(S):

SEARCH

APPLICATION PERIOD:

APPLICATION TYPE:

CURRENT GRADE LEVEL:

PROVIDER NAME:

PROVIDER IRN:   SHOW ONLY MY STUDENTS

SORT ORDER:

**APPLICATION STATUS:**

- Accepted
- Awarded
- Correction Needed
- Declined
- Eligible
- Not Eligible
- Requirements Passed
- Resubmitted
- Review Completed
- Started
- Submitted
- Terminated

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

Basic Search - 34 result(s) returned.

NAME	GRADE	APP ID	PROGRAM PERIOD	STUDENT ID	PRIMARY PROVIDER IRN	PRIMARY PROVIDER	APP STATUS	DATE SUBMITTED	APP TYPE	DETAILS
Burt, Jeremiah J	**	384084	Adult Diploma FY 2018	204749	050781	Apollo Career Center	Accepted	9/19/2017	New	
Niyonkunda, Adeline Linn	**	384083	Adult Diploma FY 2018	204748	050781	Apollo Career Center	Accepted	9/19/2017	New	
Lowe, Tara	**	385059	Adult Diploma FY 2018	136677	050781	Apollo Career Center	Accepted	3/5/2018	New	

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

8. Click on *View Finance Details*.

ID: 384084 Name: Jeremiah J Burt Period: Adult Diploma FY 2018 Type: New Status: Accepted **View Finance Details**

Viewing Student: 1 of 34

Back to student search results

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

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

Course Type	Course Name	Start Date	End Date	Credits	Amount	Amount to be paid by ODE for this Invoice
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

CURRENT 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		
				<b>Total completed course hours:</b>	<b>25</b>	

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

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

**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.

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.**



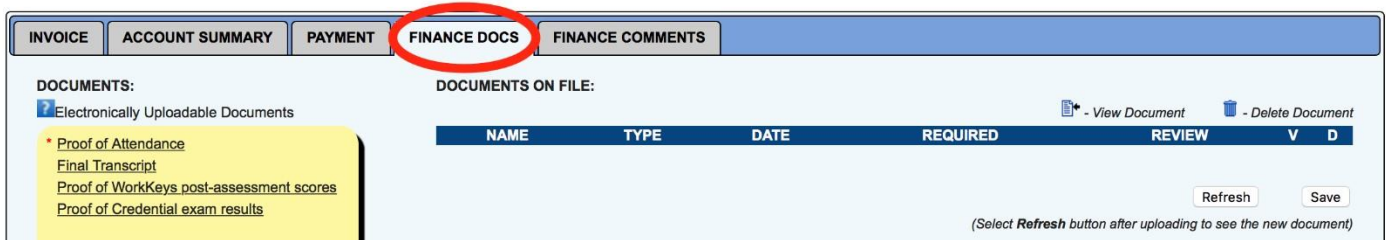
13. Under the Finance Docs Tab, upload the required documents as follows:

1<sup>st</sup> invoice – Transcript

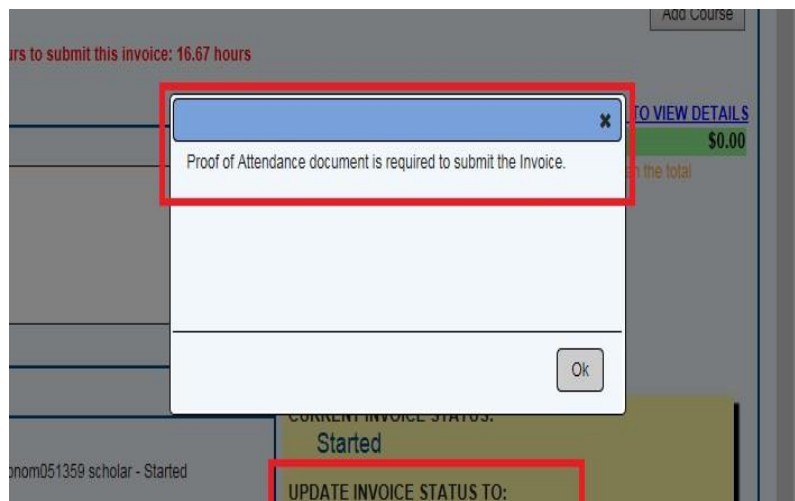
2<sup>nd</sup> invoice – Transcript and WorkKeys scores

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 BRYANTI**      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    5/20/2017    90    [Add Course](#)

**Total completed course hours: 90**

**\*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).

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

**Student Information**

Primary Provider:	050781, Apollo Career Center	DOB:	03/02/1983
Current Grade Level:	Not Specified	Gender:	M
SSID:		Ethnicity:	White, Non-Hispanic
Submitted Document Type:	NONE		

**Student's Credentials:**

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification			Correction Needed	Submit  

[Add New](#)



a. Click the Edit Icon.

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

**Student Information**

Primary Provider:	050781, Apollo Career Center	DOB:	03/02/1983
Current Grade Level:	Not Specified	Gender:	M
SSID:		Ethnicity:	White, Non-Hispanic
Submitted Document Type:	NONE		

**Student's Credentials:**

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification			Correction Needed	Submit  



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

**Student's Credentials:**

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit  

c. Click the Save Icon.



**Student's Credentials:**

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit  

[Add New](#)

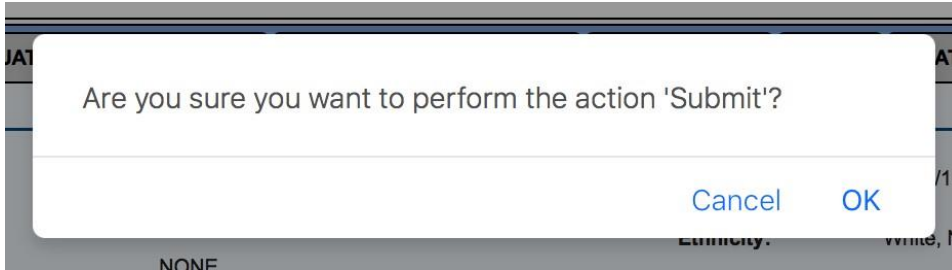
d. Click *Submit*.

**Student's Credentials:**

Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
EPA 608 Technician Certification	06/20/2018	88	Correction Needed	Submit  

[Add New](#)

- 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.

Student's Credentials:				
Credential	TEST DATE	TEST SCORE	STATUS	ACTIONS
Ohio Department of Health State Tested Nurse Assistant	03/19/2018	84	Approved	No Action Available

## 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.

Program Information  
**Program Selected: Adult Diploma Program**  
 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: \$3,720.00 Total Paid: \$0.00 Total Remaining: \$0.00

4 Invoice(s) returned. Total Requested: \$3,720.00, Total Approved: \$3,720.00

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IIN	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	Review Completed	FY Year 2016	12/14/2015	\$310.00	\$310.00	\$310.00		
3053	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$852.50	\$852.50	\$852.50		
3054	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$852.50	\$852.50	\$852.50		
3055	BRYANT, MARY	155200	Adult Diploma FY 2016	051359	Penta Career Center	Review Completed	FY Year 2016	12/14/2015	\$1,705.00	\$1,705.00	\$1,705.00		

Print Invoice Summary Previous Page 1 of 1 Next

## 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*.

The screenshot shows a student application for MARY BRYANT I, ID: 155200, with a status of 'Requirements Passed'. The interface includes a navigation bar with tabs for STUDENT, APPLICATION, GRADUATION REQUIREMENTS, STUDENT SUCCESS PLAN, ASSESSMENT, DOCS, STATUS / FLAGS, and COMMENTS / HISTORY. The 'GRADUATION REQUIREMENTS' tab is active, displaying a table of required and passed content and elective courses. A summary table on the right shows 50.0 hours of content courses and 0.0 hours of elective courses, with 1 credential required and 1 passed. A 'Print Diploma' button is highlighted with a red box.

Content Courses	Required	Passed
1. Safety and Housekeeping	2.5	✓
2. The Pharmacy	2.5	✓
3. The Pharmacy Technician	2.5	✓
4. Drug Regulation and Control	2.5	✓
5. Workplace Terminology	2.5	✓
6. Prescriptions	2.5	✓
7. Calculations/ Mathematics	2.5	✓
8. Routes and Formulations	2.5	✓
9. Compounding	2.5	✓
10. Parenteral, Compounding Sterile Formulas	2.5	✓
11. Basic Bio-pharmaceutics	2.5	✓
12. Factors Affecting Drug Activity	2.5	✓
13. Sources of Workplace Information	2.5	✓
14. Inventory Management	2.5	✓
15. Financial Issues	2.5	✓
16. Community Pharmacy	2.5	✓
17. Hospital Pharmacy	2.5	✓
18. Other Pharmacy Environments	2.5	✓
19. Common Drugs and Their Uses	2.5	✓
20. Career Development	2.5	✓

Summary:	Hours	Passed
Content Courses:	50.0	0.0
Elective Courses:	0.0	0.0
<b>Total:</b>	<b>50.0</b>	<b>0.0</b>
Required:	Credentials: 1	Passed: 1

## 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*.

The screenshot shows a student application for Lucila Torres, ID: 329982, with a status of 'Accepted'. The 'Program Information' tab is active, displaying 'Module: Student' and 'Program Selected: Adult Diploma Program'. The 'View Finance Details' button is highlighted with a red circle.

Program Information

Module: Student  
Program Selected: Adult Diploma Program  
050781 - Apollo Career Center  
Select Another Program or Org

ID: 329982 Name: Lucila Torres Period: Adult Diploma FY 2017 Type: New Status: Accepted View Finance Details

Viewing Student: 2 of 42

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

Student Information

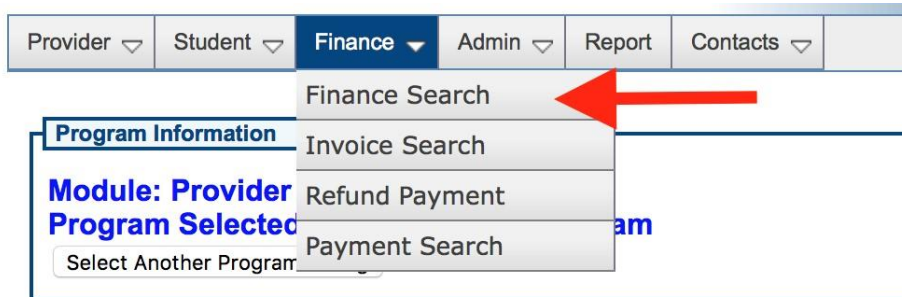
Under the Invoice Tab, you can view any invoice that has been processed for the student.

Viewing Student: 1 of 1



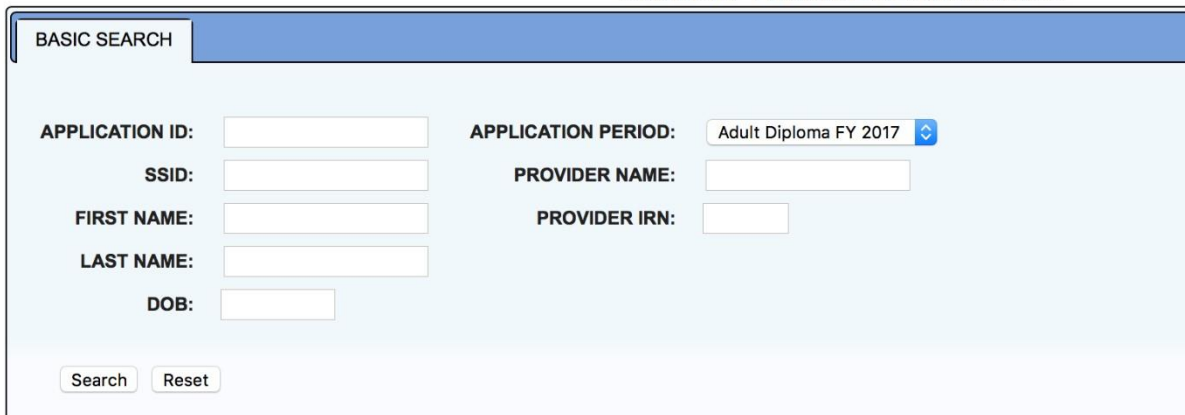
### 2. Finance Search

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



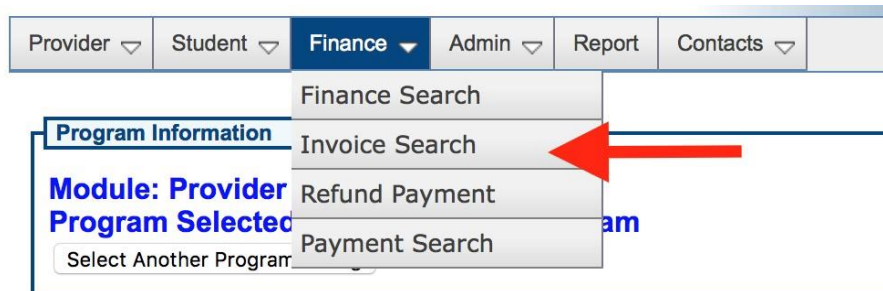
You can search an invoice via *Finance Search* by APP ID or the student's name. Make sure to select the appropriate Application Period.

### STUDENT FINANCE SEARCH PAGE



### 3. Invoice Search

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



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:	<input type="text"/>	APPLICATION PERIOD:	Adult Diploma FY 2017	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
SSID:	<input type="text"/>	BILLING CYCLE:	All		
DOB:	<input type="text"/>	PROVIDER NAME:	<input type="text"/>		
FIRST NAME:	<input type="text"/>	PROVIDER IRN:	<input type="text"/>		
LAST NAME:	<input type="text"/>				
INVOICE ID:	<input type="text"/>				
SORT ORDER:	Status, Name				

The Department's [Notice of Non-Discrimination](#) applies to all programs and activities.

### 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](mailto:Dean.scheiderer@education.ohio.gov)