

2023–24 Safety Net EGMS Application User Guide

2023



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Revision Log

Changes to this document made after November 17, 2023, will be noted in the table below.

Section	Page	Description of Revision	Revision Date
Responsibilities Tab	8	Clarified peer reviewer language for those assisting with applications.	2/2/2024
Community Impact Applications	41	Added instructions for the Community Impact application	2/2/2024

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This user guide will provide instructions for submitting High-Need Individual and Community Impact Safety Net applications through the Education Grants Management System (EGMS).

If you do not already have login information for EGMS, contact your Local Education Agency's (LEAs) EGMS administrator. The Special Education office has purchased additional licenses with the creation of the Safety Net application in EGMS, but licenses are still limited.

Please note that screenshots presented in this User Guide are from the test environment and may not reflect how the published announcement looks in EGMS.

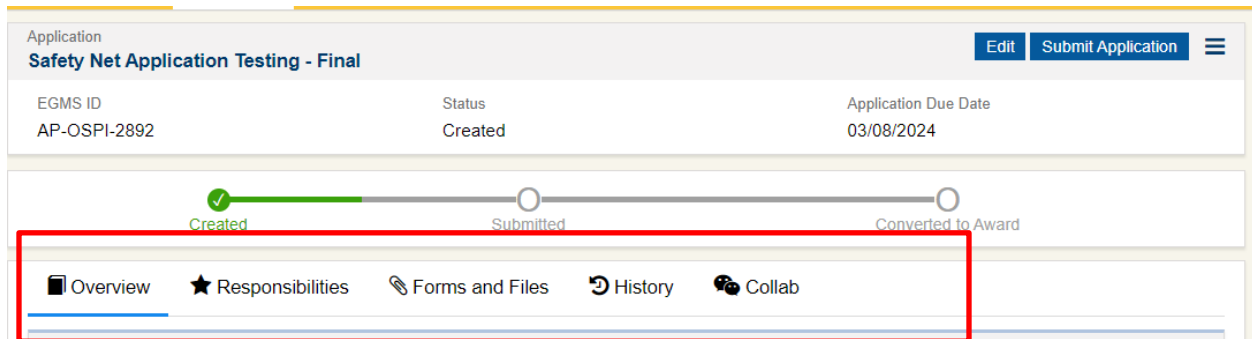
EGMS Log-in

To log into your EGMS account, visit the [EGMS Log In website](#).

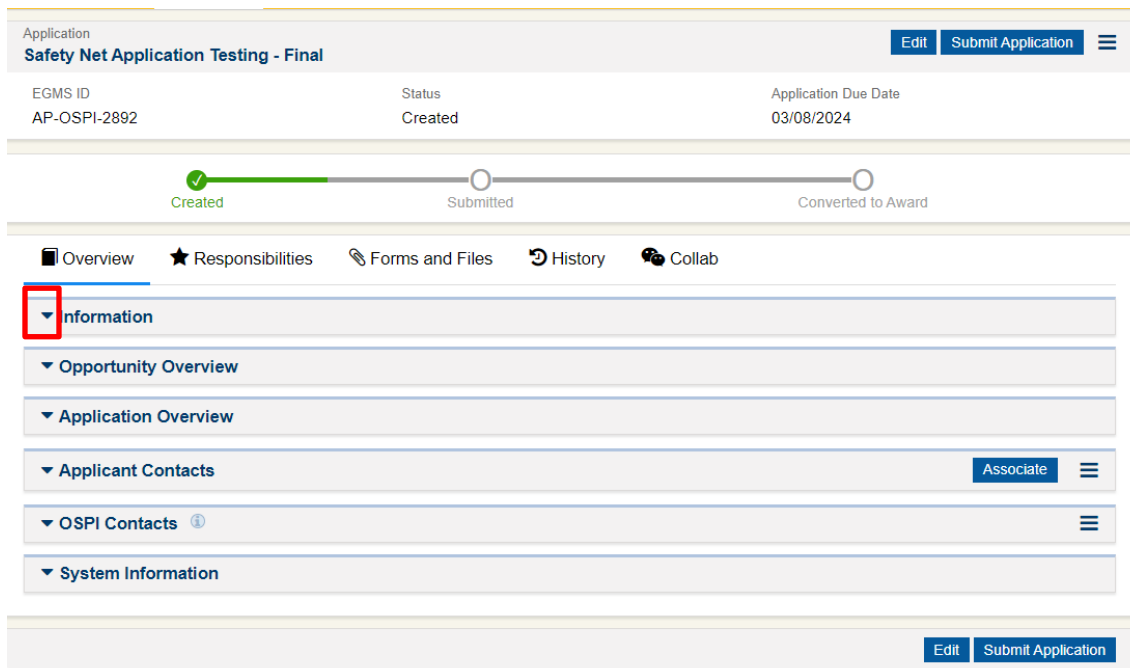
[LEA Administrator for EGMS Contact List](#)

Navigating the Platform

The Overview, Responsibilities, Forms and Files, History, and Collab items across the top of the application are referred to as "tabs" within this User Guide. When you are within a tab, there will be a blue underline beneath the tab text.

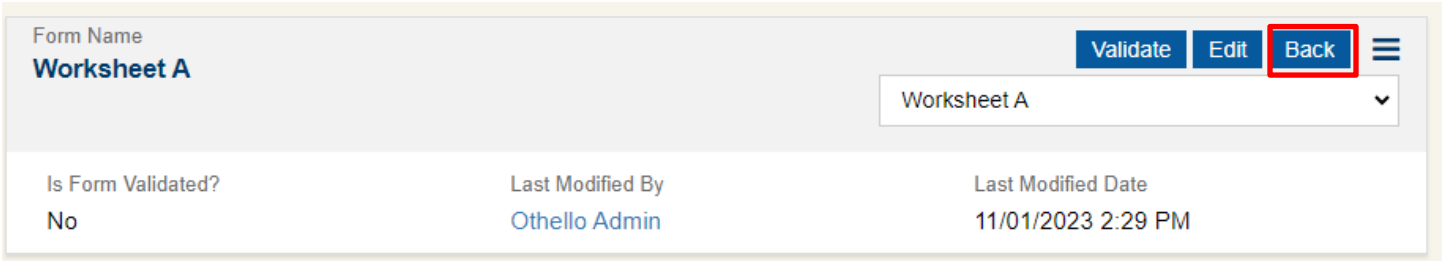


Within each tab there are sections. These sections can be minimized by clicking the arrow at the beginning of the section header.



This user guide is organized by the application tabs and sections within each tab.

In the Forms and Files tab, when you are within a form, you can get out of the form by selecting the back button.



Form Name
Worksheet A

Validate Edit **Back**

Worksheet A

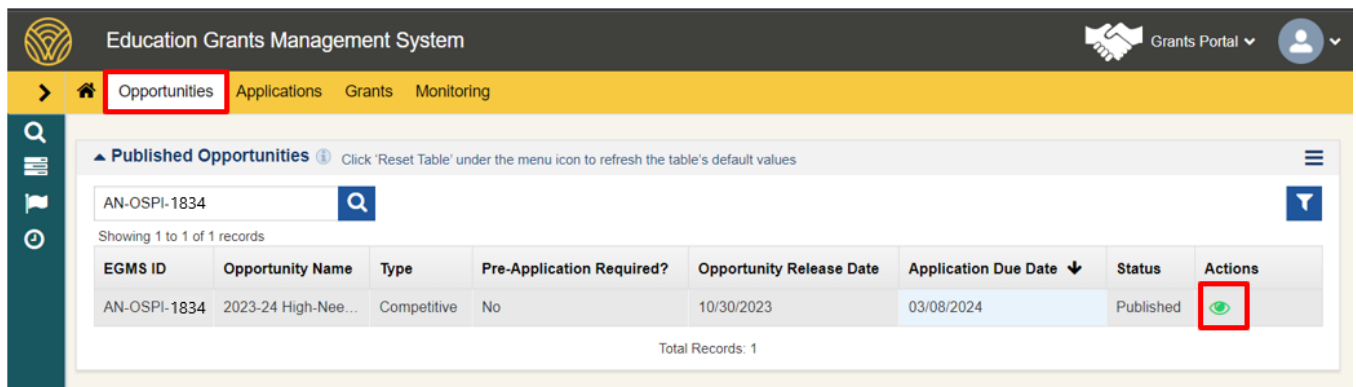
Is Form Validated? No Last Modified By Othello Admin Last Modified Date 11/01/2023 2:29 PM

High-Need Individual Applications

Starting an Application

To create a High-Need Individual application in EGMS:

1. Navigate to the Opportunities tab.
2. Search for AN-OSPI-1834.
3. Select the "View" (eye) icon to go to the opportunity record.



Education Grants Management System

Opportunities Applications Grants Monitoring

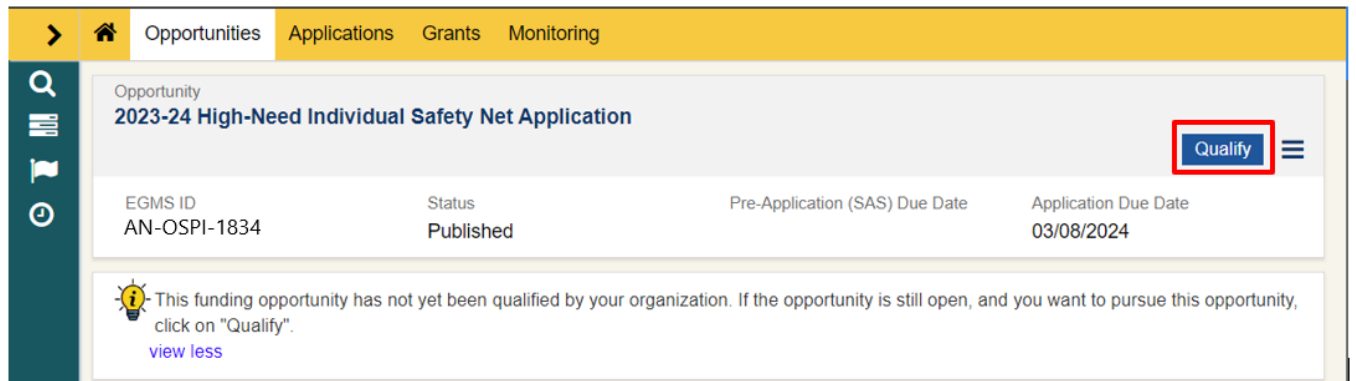
Published Opportunities

AN-OSPI-1834

EGMS ID	Opportunity Name	Type	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	Actions
AN-OSPI-1834	2023-24 High-Need...	Competitive	No	10/30/2023	03/08/2024	Published	

Total Records: 1

4. Select "Qualify" to pursue the opportunity. If the system asks if you want to qualify for this opportunity, answer "Yes" to proceed.



Opportunity

2023-24 High-Need Individual Safety Net Application

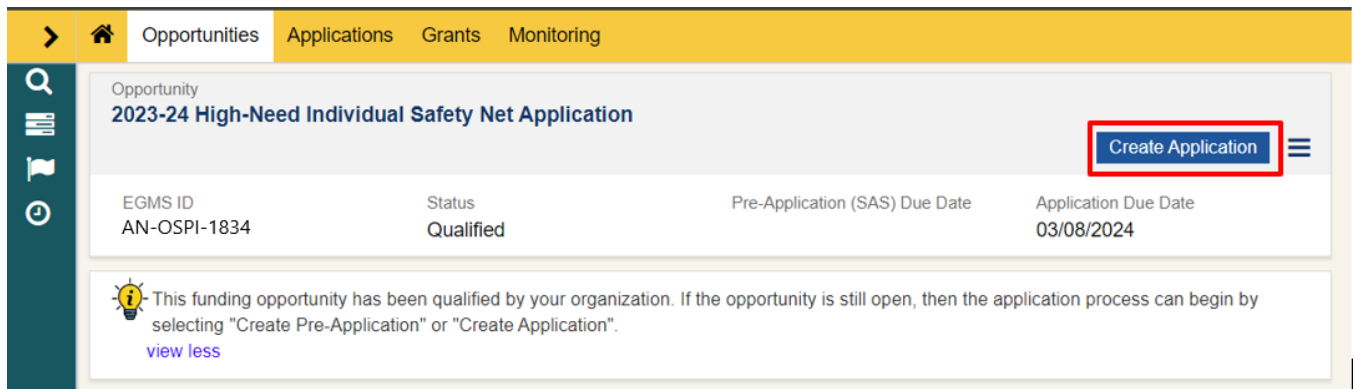
Qualify

EGMS ID	Status	Pre-Application (SAS) Due Date	Application Due Date
AN-OSPI-1834	Published		03/08/2024

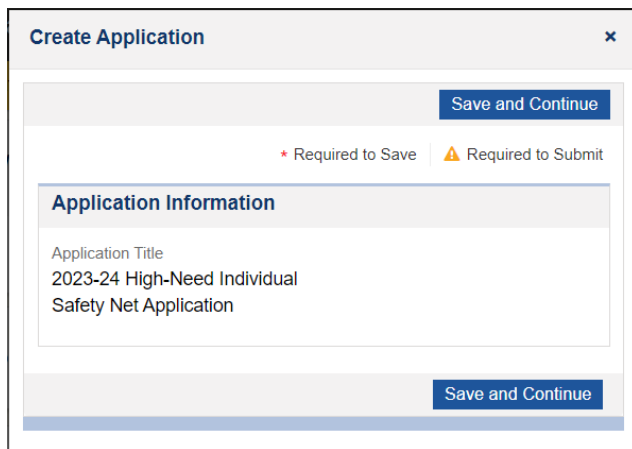
This funding opportunity has not yet been qualified by your organization. If the opportunity is still open, and you want to pursue this opportunity, click on "Qualify".

[view less](#)

5. On the next screen, select **"Create Application"**.



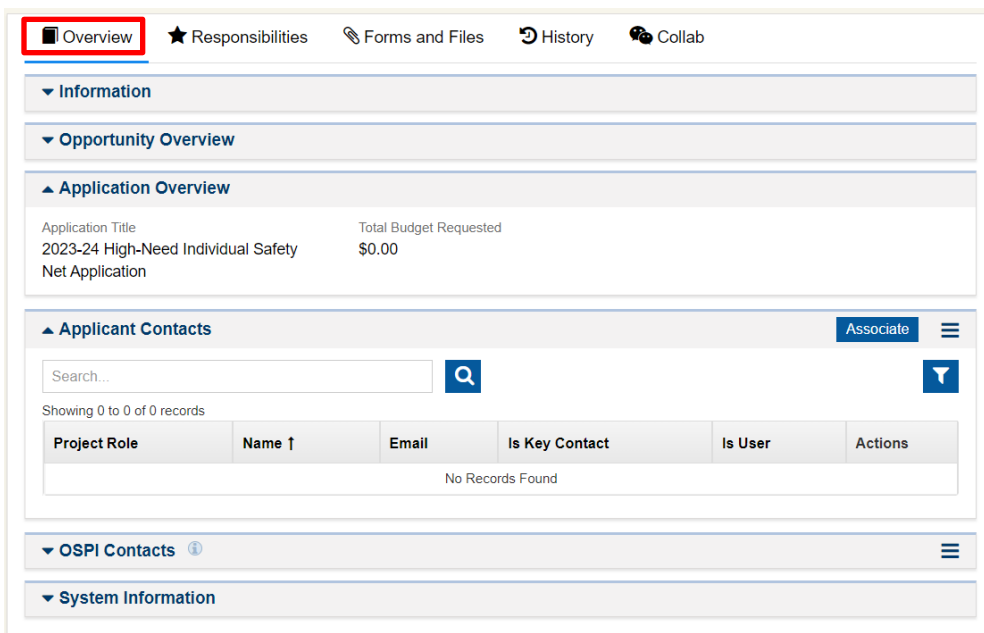
6. In the Create Application modal window, select **"Save and Continue"**. Once the application has been created, you can find it on the Applications tab in EGMS.



Completing Your Application

OVERVIEW TAB

Most of the information on the Overview tab comes prefilled from the announcement. The two important sections are the Application Overview and Applicant Contacts section.



Application Overview Section

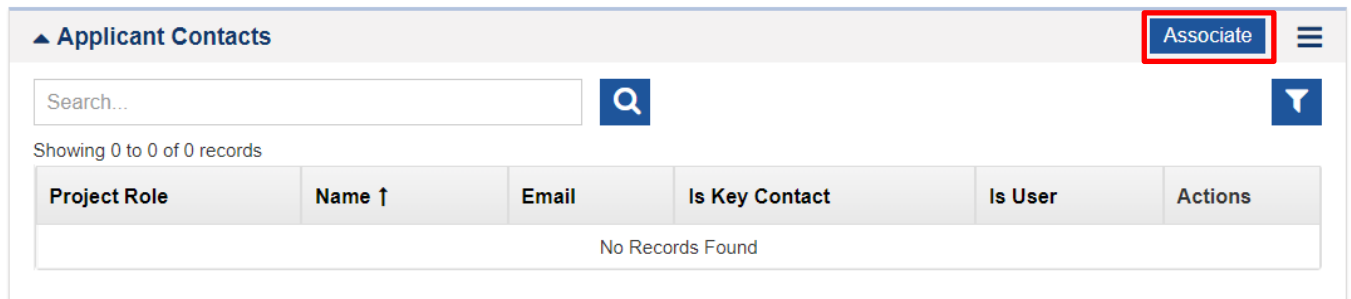
This section may be skipped when you begin your initial application and come back to when all student applications are complete. The "Total Budget Requested" field will need to be modified to match the "Amount Requested" field on the Special Education – Safety Net Certification form. These fields must match before the LEA application can be submitted to OSPI.

Applicant Contacts Section

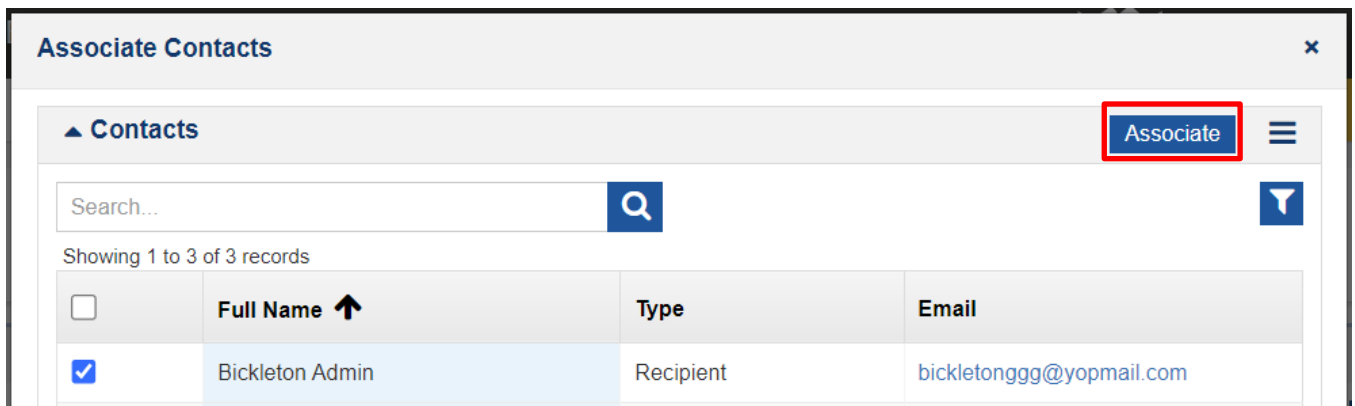
Add contacts from your LEA that will need access to the Safety Net Application. The table will prefill with the person who initiated the application.

Adding Contacts

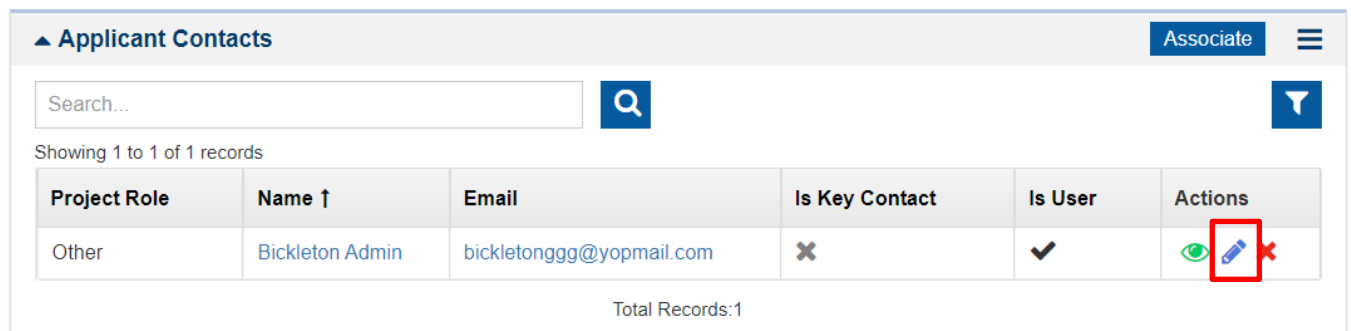
1. Click the "Associate" button.



2. In the Associate Contacts modal window, select the individuals to be added as contacts and then click "Associate". More than one name may be selected and added at the same time.



3. At least one contact must be a Fiscal contact and there must be at least one Key Contact. These do not have to be the same person. To make a contact the Fiscal contact or the Key Contact select the pencil icon under Actions. This will allow you to edit the contact.



- Once the record has been modified, select **"Save"**.

The screenshot shows the 'Applicant Contacts' interface. At the top right, there are two buttons: 'Associate' and 'Save'. The 'Save' button is highlighted with a red box. Below the buttons is a search bar and a filter icon. The table below shows one record for 'Bickleton Admin' with a 'Fiscal Contact' role. The 'Is Key Contact' and 'Is User' checkboxes are checked. The 'Actions' column contains a refresh icon. At the bottom, it says 'Total Records: 1'.

Project Role	Name ↑	Email	Is Key Contact	Is User	Actions
Fiscal Contact	Bickleton Admin	bickletonggg@yopmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

RESPONSIBILITIES TAB

On the Responsibilities tab Peer Reviewers can be added to your LEA’s application. If the application owner wants others in the LEA to assist in the completion of the Safety Net application, they must be added as a peer reviewer. To be added as Peer Reviewers, individuals must be listed as an Applicant Contact on the Overview tab of the application. Follow the steps below to add a peer reviewer.

To sign off on the Certification form, the Superintendent, Special Education Director, and Business Manager should be added as peer reviewers. When all your applications are complete and you are ready to submit, send the application to the Superintendent, Special Education Director, and Business Manager for review and approval of the application. They can review the application and add their name to the Certification form. Their approval of the Peer Review will suffice as a “signature” on the LEA’s application. If the application is being completed by one of these people, they would not need to be assigned as a peer reviewer.

Adding a Peer Reviewer




- Select **"New"** in the Peer Reviewers section.

The screenshot shows the 'Responsibilities' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Overview', 'Responsibilities', 'Forms and Files', 'History', and 'Collab'. The 'Responsibilities' tab is highlighted with a red box. Below the tabs is the 'Peer Reviewers' section. At the top right of this section, there is a 'New' button highlighted with a red box. Below the 'New' button is a search bar and a filter icon. The table below is empty, showing 'Showing 0 to 0 of 0 records' and 'No Records Found'. A note at the bottom right of the table area says '* Records are sorted by Responsibility ascending order'.


#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Focus Area
No Records Found							

- In the Add New Peer Reviewer modal window enter the required information and select **“Save”**.

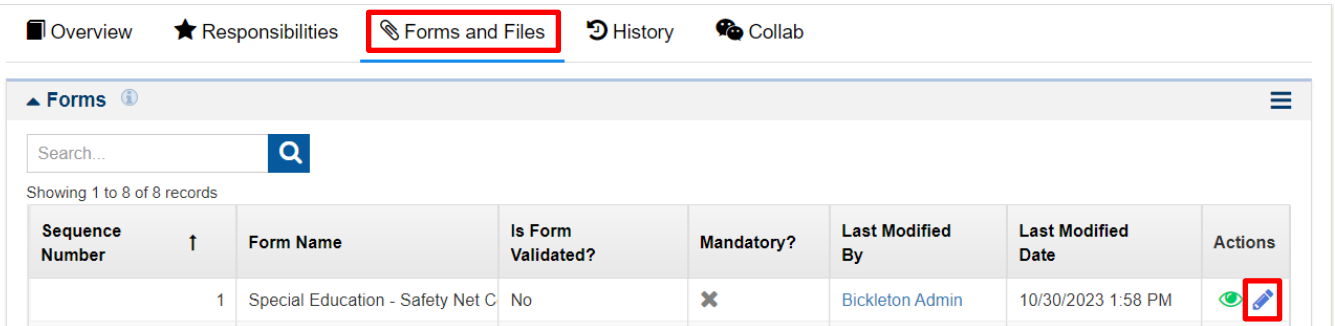
- Once the reviewer has been added, select the blue arrow icon under Actions to assign the review to the Peer Reviewer.

#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Focus Area	Actions
1	Bickleton Admin	Program Reviewer	Please review the Safety Net app	03/01/2024	Yes	Created		  

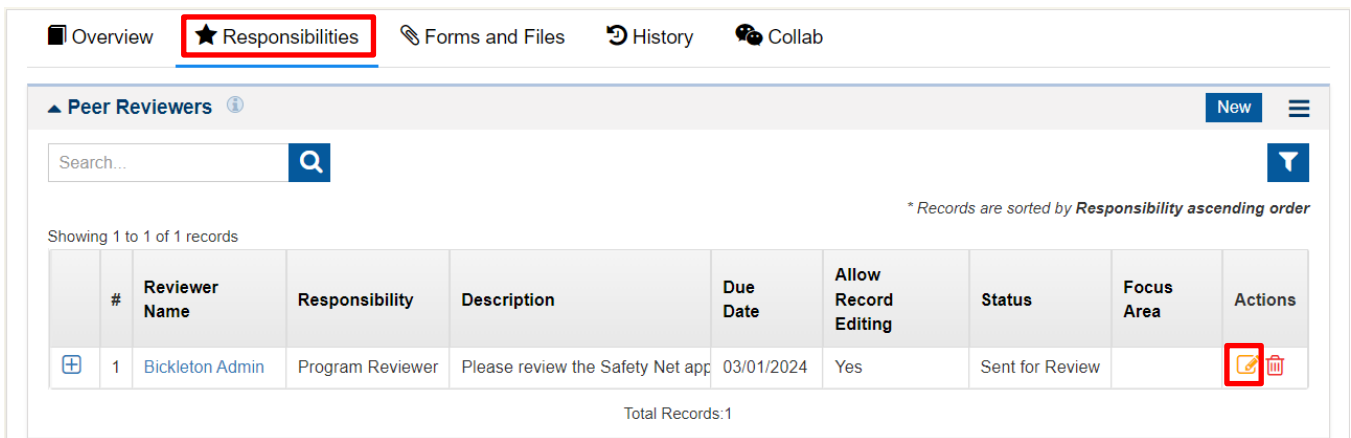
- The Peer Reviewer will be able to find the request under their Pending Tasks. Press the green play icon to start the peer review.

EGMS ID	Type	Status	Subject	Assigned By	Due Date	Actions
AP-OSPI-2895	Review Recipient Application	Not Started	Review Recipient Application for Announcement #AN-OSPI-1834	Bickleton A...	03/01/2024	

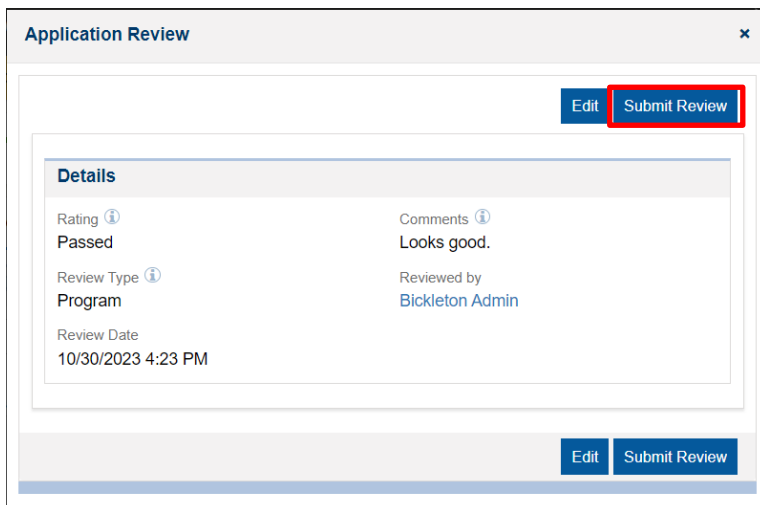
- Once the peer review has been initiated, the reviewer can review the Safety Net application and enter their name on the Special Education – Safety Net Certification in the Forms and Files tab of the application.



- Once the Peer Reviewer has finished reviewing the application, navigate back to the Responsibilities tab and click the yellow pencil icon to enter the review.



- The Peer Reviewer can enter passed, failed, or cannot rate as their rating. Comments on the review must be added before completing the review. Once the review is complete, the peer reviewer should select "Submit Review". If the reviewer identifies issues within the review, they can select "failed" as the rating and enter comments identifying what should be changed before they can pass their review. Once the application owner has made the changes, they can send the review back to the peer reviewer for another review.



8. The application owner will be able to see the review history in the Peer Reviewers section of the Responsibilities tab.

The screenshot shows the 'Responsibilities' tab selected. Underneath, the 'Peer Reviewers' section is expanded, displaying a table with the following data:

#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Focus Area	Actions
1	Bickleton Admin	Program Reviewer	Please review the Safety Net app	03/01/2024	Yes	Submitted		

Below the Peer Reviewers table, the 'Reviews' section is expanded, showing a table with the following data:

Reviewer Rating	Comments	Last Modified Date ↑
Failed	Please review the Worksheet A.	10/30/2023 4:33 PM
Passed	looks good.	10/30/2023 4:35 PM

Total Records: 2 (for Reviews)
Total Records: 1 (for Peer Reviewers)

FORMS AND FILES TAB

The Forms and Files tab is where most of the work on the application will be done. This tab includes the application forms and the area where application files will be uploaded.

Application Forms

Worksheet A

Worksheet A is used to determine the LEA's overall capacity. This form compares the LEA's expenditures and revenues. If the LEA is expending more than they are receiving in special education funds, then the application will show capacity. To view the Worksheet A, select the green eye icon and to edit select the pencil icon.

When the Safety Net Application is released in EGMS in November 2023 the data will not be fully prepopulated in the Worksheet A. Users should wait to complete the Worksheet A until all the prepopulated data is included on the form. If data is entered on the form prior to the prepopulated data being added, the form will overwrite any numbers entered by the LEA when the data is added.

Data used to prepopulate the Worksheet A comes from the F-195 Budget and F-196 Year-End reports submitted to OSPI by each LEA. The F-195 Budget data will prepopulate the Current FY Budgeted and Current FY Budgeted (LEA) columns within the form. LEAs should edit the Current FY Budgeted (LEA) column where appropriate.

There are four tabs within the Worksheet A form.

1. Overview

This first section of this tab will prepopulate with your LEA's information. Capacity will initially be calculated based on the data in the Current FY Budgeted (LEA) column. If your LEA does not demonstrate capacity, you may still submit a Safety Net application as it is possible to demonstrate capacity later in the school year. If the form does not appear to be updating after new data is entered in the Current FY Budgeted (LEA) columns, exit the form and reenter.

2. Expenditures

Verify that the prepopulated data is accurate. If the prepopulated data is not accurate, the Current FY Budgeted (LEA) column may be edited.

Lines and Sections that will not prepopulate:

- *Number of Months*: Enter the number of months the expenditure reports submitted with your application cover. In most cases 6 should be entered as the February expenditure reports should be included with the application.

The screenshot shows a web application interface for 'Worksheet A'. At the top right, there are buttons for 'Validate', 'Edit' (highlighted with a red box), and 'Back'. Below these is a dropdown menu showing 'Worksheet A'. A status bar indicates 'Is Form Validated?' as 'No', 'Last Modified By' as 'Othello Admin', and 'Last Modified Date' as '11/01/2023 2:29 PM'. A notification banner with a lightbulb icon states: 'Potential capacity for Safety Net awards is indicated when net expenditures on Line 11 exceed total resources on Line 37. Following the... view more'. Below the notification is a navigation bar with tabs: 'Overview', '\$ Expenditures' (highlighted with a red box), '\$ Enrollment Data', and '\$ Special Education Resource Data'. Under the 'Expenditures' tab, the 'Number of Months' section is expanded, showing instructions: 'Complete using data from expenditure report submitted with the application' and 'Number of Months reflected on most recent year-to-date expenditure report'. The input field for 'Number of Months' contains the value '6' and is highlighted with a red box.

- *Line 8 – Expenditures for Summer School*: Enter all costs associated with summer or supplemental school year programs that are included on Line 6. Exception: Costs for ESY services required by an IEP should not be deducted.
- *Line 12 – Payments to Other School Districts*: Enter all payments to other school districts for students served out of district if these expenditures were included in Line 6. For payments to other school districts, reference Activity 29 expenditures.
- *Annualized Year to Date Expenditures Section*: Fill this table in based on the Program totals from the expenditure reports submitted with your application. The table will annualize the expenditures when it is saved.

3. Enrollment Data

Lines that will not prepopulate:

- *Line 15 – Number of Nonresident Pupils Served*: Enter actual or estimated average headcount of nonresident students served by the district through an inter-district cooperative agreement and reported by the district as nonresident on Form SPI P-223H for each year.
- *Line 17 – Number of Resident Pupils Served in Other Districts*: Enter the actual or estimated average headcount of resident students served through an inter-district cooperative agreement and reported by the other district as nonresident on Form SPI P-223H for each year.

4. Special Education Resource Data

Lines that will not prepopulate:

- *Line 34 – Transfer of Special Ed Funding from Other Districts*: Enter the amount of funding transferred from another LEA that is not included in Revenue Account 7121 – Revenue from Other Districts.

- *Line 35 – Monetary Donations Designated for Special Education:* Enter the amount of monetary donations received that are designated for Special Education.
- *Line 36 – Other Sources:* Enter the amount of other resources available for Special Education, which could include program income. For example, this could include tuition fees for non-disabled peers served in the preschool program.

Worksheet A Budget Reconciliation

This is an optional form that LEAs can use to provide more information on their expenditures. This form compares the LEA's budgeted expenditures and the anticipated year-to-date program expenditures based on information from the LEA's detailed expenditure reports.

In the review for the LEA's conditional award, the lesser of the amounts between the budgeted and annualized year-to-date amounts will be used in the analysis. However, if there is a 10% difference between budgeted expenditures and annualized year to date expenditures the LEA may provide an explanation of the differences if the LEA would like reviewers to consider using the higher amount. If no explanation is provided between the budgeted and annualized expenditures, the lesser number will be used in the analysis for the district's demonstration of capacity for Safety Net funding.

In the review for the LEA's final award, the annualized year-to-date expenditures will be used unless the LEA requests otherwise and provides an explanation as to why a different number should be used.

The data in this form will populate based on the data from the LEA's F-195 budget. If there is no data in the form, the data has not yet been loaded into the Safety Net application and you should hold on completing this form.

To complete the Worksheet A Budget Reconciliation:

1. On the Overview tab of the form, add the month of the expenditure report submitted with the LEA's application. For High-Need Individual applications this should be February. The months to date field will calculate based on the month selected.
2. Any additional comments should be entered on the Overview tab as well.
3. Select "**Save**".

Form Name
Worksheet A Budget Reconciliation

Cancel Save

Worksheet A Budget Reconciliation

Is Form Validated? No
Last Modified By Test5 OSPITestAccount05
Last Modified Date 10/05/2023 8:06 PM

Required to Save Required to Submit

Overview Program 21 Program 24

Organization and Application Information

Overview

Provide explanation of differences if there is a 10% difference between budgeted expenditures and annualized year to date expenditures. If no explanation is provided between the budgeted and annualized expenditures, the lesser number will be used in the analysis for the district's demonstration of capacity for Safety Net funding.

Month of Expense Report
February

Months to Date

Additional Comments
Add any additional information here.

- Navigate to the Program 21 tab of the form and select the pencil icon on any row that needs to be edited. Select "Save".

Form Name
Worksheet A Budget Reconciliation

Cancel Save

Worksheet A Budget Reconciliation

Is Form Validated? No
Last Modified By Test5 OSPITestAccount05
Last Modified Date 10/05/2023 8:06 PM

Required to Save Required to Submit

Overview **Program 21** Program 24

Program 21 Save

* Records are sorted by Activity ascending order, Object ascending order

Activity ↑	Object ↑	Budgeted	YTD	Annualized YTD	Difference Between Budgeted and AYTD	Explanation of Difference	Actions
21	4	\$296,072					
21	7	\$43,000					
Total - Activity : 21		\$1,122,694	\$0.00	\$0.00			
Activity : 23							
23	3	\$26,531					
23	4	\$15,680					
Total - Activity : 23		\$42,211	\$0.00	\$0.00			

- Edit each Program tab with relevant information and save. As this form is not required, validation is not required prior to submission of the LEA's application.

Worksheet C Student Overview

Student applications must start on the Worksheet C Student Overview form. In order to complete other Worksheet C forms, new students must be added on the Student Overview form. This is the only form where student applications can be deleted.

To add a new student record:

1. Navigate to the Worksheet C Student Overview form.

Overview Responsibilities **Forms and Files** History Collab

Forms

Search...

Showing 1 to 8 of 8 records

Sequence Number ↑	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
1	Special Education - Safety Net C	No	✘	Othello Admin	10/24/2023 10:33 AM	
2	Worksheet A	No	✘	Othello Admin	11/01/2023 1:29 PM	
3	Worksheet A Budget Reconciliatio	No	✘	Othello Admin	10/24/2023 10:36 AM	
4	Worksheet C Student Summary	No	✘	Othello Admin	10/26/2023 8:01 AM	
5	Worksheet C Student Overview	Yes	✘	Othello Admin	10/27/2023 8:41 AM	
6	Worksheet C IEP Staff and Other	No	✘	Othello Admin	10/24/2023 10:35 AM	
7	Worksheet C ESY Staff and Othe	No	✘	Othello Admin	10/24/2023 10:16 AM	
9	Special Education - ESY Certifica	No	✘	Othello Admin	10/26/2023 8:05 AM	

Total Records:8

2. In the Student Information section, select **"New"**.

Form Name
Worksheet C Student Overview

Validate Edit Back

Worksheet C Student Overview

Is Form Validated?
Yes

Last Modified By
Othello Admin

Last Modified Date
10/27/2023 9:41 AM

Organization and Application Information

Student Information **New**

Search...

Showing 0 to 0 of 0 records

SSID ↑	Actions
No Records Found	

- Complete the required fields in the Overview modal window and select **“Save and Continue”**. Fields marked with a red asterisk are required to save. This section will still be editable after saving so if information changes after the initial creation of the student application record, you may go in and update as necessary.

Once the form is saved, additional tables will open for the general LEA calendar as well as student-specific calendars for each IEP. The section will be editable based on what was entered in the “How many IEPs associated with the application?” field. If one is selected, the Current IEP section would be required to be completed. If two is selected, the Current IEP and 1st Previous IEP sections would be required to be completed. The number of IEPs associated with the application can be revised later if necessary. If “In-District” is selected under the “Does Student Receive ESY?” drop down, the number of weeks of ESY will be required to be entered.

If Out of District of Both is selected in the “Is student served in-district or out of district?” drop-down information about the out of district placement needs to be added to the [Worksheet C Student Summary form](#) in the Out of District Placement Information section.










- Enter the “Number of Days for Calendar Year”. This is LEA-level calendar. This data only needs to be entered once on the very first student application. All other applications will prepopulate with the data entered into the first student application. While the data will prepopulate this calendar from the first application created, you can modify the “Number of Days for Calendar Year” section on subsequent applications.

Note, if you select the pencil icon on all the months you need to enter data in, you can tab through the cells to edit each month. Selecting the circular arrow icon will delete what you’ve entered and take you out of edit mode for that month. Once the calendar has been filled in select **“Save”**.

Overview

Number of Days for Calendar Year Save

** Records are sorted by SortNumberOverviewForm ascending order*

Month	# of Days(Per Calendar)	Actions
September	0	
October	<input type="text" value="0"/>	
November	<input type="text" value="0"/>	
December	<input type="text" value="0"/>	
January	<input type="text" value="0"/>	
February	<input type="text" value="0"/>	
March	<input type="text" value="0"/>	
April	<input type="text" value="0"/>	
May	<input type="text" value="0"/>	

- 5. For each IEP section that applies to the student application enter:
 - a. IEP start date
 - b. IEP end date

Overview Save

** Required to Save * Required to Submit*

Overview

Number of Days for Calendar Year

Current IEP

Note: Sum of the Current IEP number of days and the six Previous IEPs number of days should equal the number of days in the school year, unless there is a lapse in service between IEPs.

Start Date

End Date

- c. Calendar days – note that the calendar section must be saved separately from the IEP dates.

Overview

Current IEP







Note: Sum of the Current IEP number of days and the six Previous IEPs number of days should equal the number of days in the school year, unless there is a lapse in service between IEPs.

Start Date

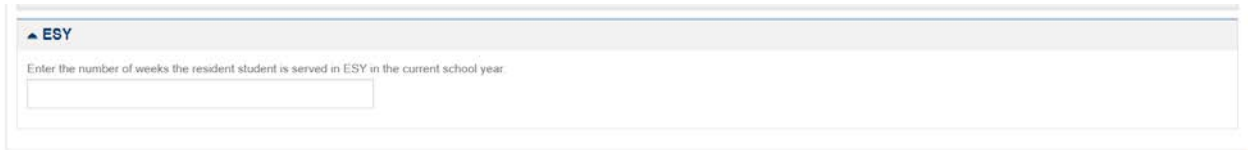
End Date

Current IEP Save

** Records are sorted by SortNumberOverviewForm ascending order*

Month	# of Days Student Enrolled	Actions
September	0	
October	0	
November	<input type="text" value="14"/>	
December	<input type="text" value="15"/>	
January	<input type="text" value="18"/>	
February	<input type="text" value="15"/>	

d. ESY number of weeks if the student is served in-district for ESY.

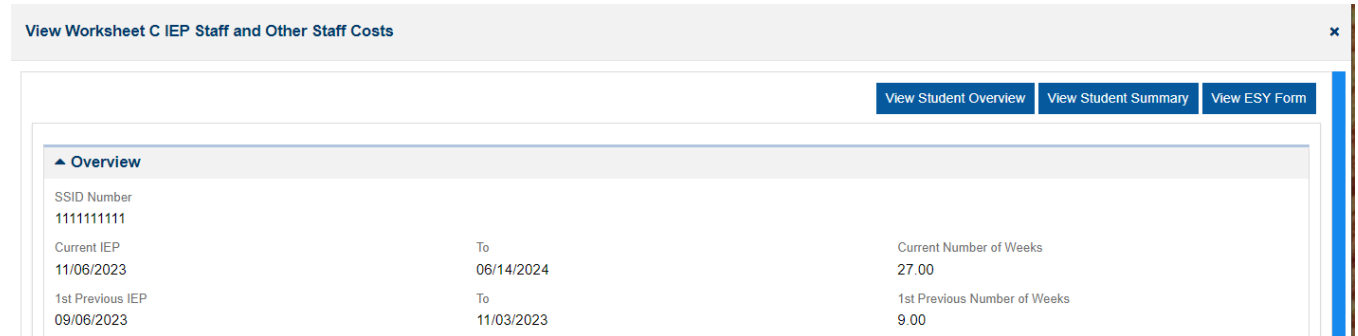


▲ ESY

Enter the number of weeks the resident student is served in ESY in the current school year.

Once all this information is entered, select **“Save”** at the top of the overview modal window. The student’s record has been created and you can now navigate to the other Worksheet C forms. Please note, that the Student Overview form can be modified after it is created if necessary.

The number of weeks associated with each calendar will be included on the Worksheet C IEP Staff and Other Staff Costs form.



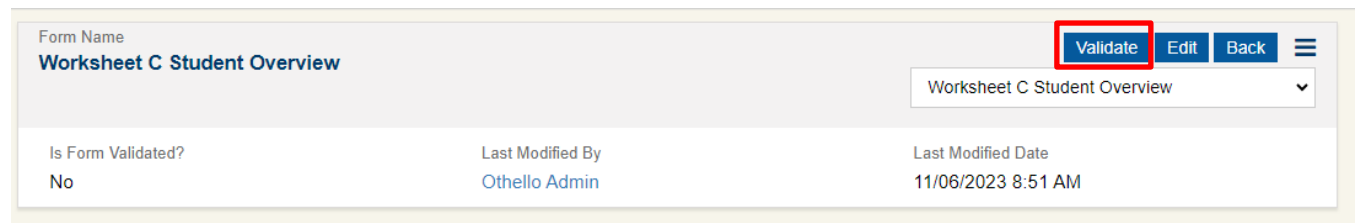
View Worksheet C IEP Staff and Other Staff Costs

View Student Overview View Student Summary View ESY Form

▲ Overview

SSID Number	1111111111		
Current IEP	11/06/2023	To	06/14/2024
1st Previous IEP	09/06/2023	To	11/03/2023
		Current Number of Weeks	27.00
		1st Previous Number of Weeks	9.00

6. When all student applications are complete, validate the form.



Form Name

Worksheet C Student Overview

Validate Edit Back

Worksheet C Student Overview

Is Form Validated?	Last Modified By	Last Modified Date
No	Othello Admin	11/06/2023 8:51 AM

Worksheet C IEP Staff and Other Staff Costs

There are two functions to this form:

1. Add staff information to be used in your applications.
2. Add staff member to individual student applications.

Before staff can be added to an individual student application, they must be added in the “Staff Information” section. Staff can be added individually in this section, or an [Excel upload can be done to upload multiple staff at the same time](#). There are three possible staff scopes for this section:

- IEP – staff with this scope can only be added to the Worksheet C IEP Staff and Other Staff Costs form.
- ESY – staff with this scope can only be added to the Worksheet C ESY Staff and Other Staff Costs form.
- Both – staff with this scope can be added to both the IEP and ESY Staff and Other Staff Costs forms.

All three staff scope types may be entered on the Worksheet C IEP Staff and Other Staff Cost form.

Required Fields for **IEP** Staff Scope:

- Name,
- Staff Scope
- Staff Type

- Additionally, the following fields are required for each staff type:
 - *Special Education Teachers (Certificated):*
 - Annual Special Education Base Salary
 - Annual Caseload in minutes for all students
 - *Special Education Classified Staff:*
 - Position
 - IEP Hourly Rate
 - *District Educational Staff Associates (ESAs):*
 - Position
 - Annual Special Education Base Salary
 - Contract Hours
 - *Contracted Staff (ESAs and Teachers):*
 - Position
 - IEP Hourly Rate

Required Fields for **ESY** Staff Scope:

- Name
- Staff Scope
- Staff Type
- Additionally, the following fields are required for each staff type:
 - *Special Education Teachers (Certificated):*
 - ESY Hourly Rate
 - *Special Education Classified Staff:*
 - Position
 - ESY Hourly Rate
 - *District Educational Staff Associates (ESAs):*
 - Position
 - ESY Hourly Rate
 - *Contracted Staff (ESAs and Teachers):*
 - Position
 - ESY Hourly Rate

To add a new staff member:

1. Select "New" in the Staff Information section.

The screenshot shows a web application interface for managing staff costs. At the top, there is a header for the form titled "Worksheet C IEP Staff and Other Staff Costs" with buttons for "Validate", "Edit", and "Back". Below the header, there are three columns of information: "Is Form Validated?" (No), "Last Modified By" (Othello Admin), and "Last Modified Date" (10/24/2023 11:35 AM). The main content area is divided into sections: "Organization and Application Information" (with fields for Organization Name, Application ID, Application Title, Organization Code, and Last Submitted Date), "Student Information" (with "Download in Excel" and "Upload Excel" buttons), and "Staff Information" (with "Download in Excel", "Upload Excel", "Load Previous Staff Data", and "New" buttons). The "Staff Information" section and the "New" button are highlighted with red boxes.

2. Fill in the fields required for the type of staff being added.

* Records are sorted by **Created Date ascending order**

Name ↑	Staff Scope	Staff Type	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	Position	IEP Hourly Rate	ESY Hourly Rate	Contract Hours	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	✖

3. Select "Save" when all required fields have been entered. You will now be able to associate this staff with individual student records.

Staff Information Download in Excel Upload Excel Load Previous Staff Data New **Save**

Instructions:
Click the 'Download in Excel' button to download the Excel template that you should use to enter Staff information. For instructions entering Staff information, refer to the Instructions sheet in the download. After entering the Staff information in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button

Name, Staff Scope and Staff Type are Required

For Staff Scope IEP:
For Staff Type **Special Education Teachers (Certificated)**: Name, Annual Special Education Base Salary, and Annual Caseload in minutes for all students are Required
For Staff Type **Special Education Classified Staff**: Name, Position, and IEP Hourly Rate are Required
For Staff Type **District Educational Staff Associates (ESAs)**: Name, Position, Annual Special Education Base Salary, and Contract Hours are Required
For Staff Type **Contracted Staff (ESAs and Teachers)**: Name, Position, and IEP Hourly Rate are Required

For Staff Scope ESY:
For Staff Type **Special Education Teachers (Certificated)**: Name and ESY Hourly Rate are Required
For Staff Type **Special Education Classified Staff**: Name, Position, and ESY Hourly Rate are Required
For Staff Type **District Educational Staff Associates (ESAs)**: Name, Position, and ESY Hourly Rate are Required
For Staff Type **Contracted Staff (ESAs and Teachers)**: Name, Position, and ESY Hourly Rate are Required

Search...

* Records are sorted by **Created Date ascending order**

Name ↑	Staff Scope	Staff Type	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	Position	IEP Hourly Rate	ESY Hourly Rate	Contract Hours	Actions
Special Education Teacher	IEP	Special Education Teach	70,000	300,000				0.00	✖

To Add Staff to Individual Student Application

1. In the Student Information section of the form, enter the student record by selecting the green eye icon.

Form Name: **Worksheet C IEP Staff and Other Staff Costs** Validate Edit Back

Worksheet C IEP Staff and Other Staff Costs

Is Form Validated? No Last Modified By: Othello Admin Last Modified Date: 10/24/2023 11:35 AM

Organization and Application Information

Student Information Download in Excel Upload Excel

Click the 'Download in Excel' button to download the Excel template that you should use to enter Student(s) IEP information. For instructions entering IEP information, refer to the Instructions sheet in the download. After entering the IEP information in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button to upload the IEP Information for each student.

Search...

Showing 1 to 2 of 2 records

SSID ↑	Actions
1111111111	View Student Overview View Student Summary View ESY Form
2222222222	View Student Overview View Student Summary View ESY Form

Total Records: 2

- Go to the section of the staff type that is being added and select **“Associate”**. In this example we will be adding a special education teacher.

Special Education Teachers (Certificated) Associate

* Records are sorted by Last Modified Date ascending order

IEP	Name	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	Cost per Minute	MPW of direct service provided to this student per IEP	Number of weeks staff member served student	Benefit Rate	Total Cost for this student
No Records Found								

- In the associate modal window, select the staff member you are trying to add and select **“Save”**.

Special Education Teachers (Certificated) associate window Associate

Search... Showing 1 to 1 of 1 records

<input checked="" type="checkbox"/>	Name	Annual Special Education Base Salary	Annual Caseload in Minutes for all students
<input checked="" type="checkbox"/>	Special Education Teacher	\$70,000.00	300,000.00

Total Records: 1

- The staff member will now be editable in the student’s record. Select the pencil icon to edit the staff member in the student record. The fields identified as required must be entered before saving. The other fields that are prefilled may be updated; however, these changes will only be reflected in the student application. Updating values in a student application will not update the staff member’s information in the staff table or in other student applications. Once all fields have been completed, select **“Save”**.

Special Education Teachers (Certificated) Associate Save

* Records are sorted by Last Modified Date ascending order

IEP	Name	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	Cost per Minute	MPW of direct service provided to this student per IEP	Number of weeks staff member served student	Benefit Rate	Total Cost for this student	Actions
<input type="text" value=""/>	Special Education Teacher	<input type="text" value="70,000"/>	<input type="text" value="300,000"/>	0.2333	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1.3838"/>	\$0	

- Repeat these steps for all staff that should be included on the student application. This staff information will roll-up onto the Worksheet C Student Summary form.
- When all student applications are complete, validate the form.

Form Name: Worksheet C IEP Staff and Other Staff Costs

Validate Edit Back

Worksheet C IEP Staff and Other Staff Costs

Is Form Validated? No

Last Modified By: Othello Admin

Last Modified Date: 10/24/2023 11:35 AM

Worksheet C ESY Staff and Other Staff Costs

This form functions like the Worksheet C IEP Staff and Other Staff Costs form. You can add staff members in the staff information section on either form. The process of adding staff members to this form is the same as it is in the Worksheet C IEP Staff and Other Staff Costs form.

When all student applications are complete, validate the form.

The screenshot shows the top portion of a web form. At the top left, it says "Form Name" followed by "Worksheet C ESY Staff and Other Staff costs". To the right, there are three buttons: "Validate" (highlighted with a red box), "Edit", and "Back". Below these buttons is a dropdown menu showing "Worksheet C ESY Staff and Other Staff costs". Below the dropdown, there are three columns of information: "Is Form Validated?" with the value "No", "Last Modified By" with the value "Othello Admin", and "Last Modified Date" with the value "11/06/2023 11:21 AM".

Worksheet C Student Summary

Costs from the Worksheet C IEP Staff and Other Staff Costs form will populate the IEP Information Summary section. Costs from the Worksheet C ESY Staff and Other Staff Costs form will populate the In District ESY Costs section.

This form is where the following costs are entered:

Out of District Placement Information

If an application includes out-of-district placement costs the Worksheet C Overview form must indicate that the student is served out of district.

To add out of district placement information

1. Select **"New"** to add a row to the section. More than one row can be added at the same time.

The screenshot shows a window titled "View" with a close button (x). At the top right, there are four buttons: "Edit", "View Student Overview", "View IEP Form", and "View ESY Form". Below these buttons, there are several sections: "Worksheet C Summary Totals" (collapsed), "Adjustment Comments" (expanded), "IEP Information Summary" (collapsed), and "Out of District Placement Information" (expanded). In the "Out of District Placement Information" section, there is a "New" button (highlighted with a red box) and a menu icon. Below this section, there is a table with the following columns: "Description", "Out of District Location", "Start Date", "End Date", and "Total Dollars Expended for this Student". The table currently shows "No Records Found". A note below the table states: "* Records are sorted by Last Modified Date ascending order".

2. Enter the required information, and **“Save”**.

▲ Out of District Placement Information New **Save** ☰

** Records are sorted by Last Modified Date ascending order*

Description	Out of District Location	Start Date	End Date	Total Dollars Expended for this Student	Actions
Regular SY ▼	CHILD x ▼	09/06/2023	06/21/2024	100,000	✖
Extended SY ▼	CHILD x ▼	07/08/2024	08/23/2024	20,000	✖
Total				\$0	

No Records Found

3. Once rows have been added the red trashcan icon may be selected to delete the record from the student application.

▲ Out of District Placement Information New ☰

** Records are sorted by Last Modified Date ascending order*

Description	Out of District Location	Start Date	End Date	Total Dollars Expended for this Student	Actions
Regular SY	CHILD	09/05/2023	06/13/2024	\$100,000	
Extended SY	CHILD	07/07/2024	08/22/2024	\$20,000	
Total				\$120,000	

Contracted 1:1 Providers

1. To calculate the cost of a 1:1 Contracted Provider, complete the Contracted 1:1 Cost and Billing Calculator Excel template posted to the [OSPI website](#). Once the form has been completed, enter the Adjusted Amount from the form into the Contracted 1:1 Providers section in EGMS.
2. Select **“New”** to add a row to the section. More than one row can be added at the same time.

▲ Contracted 1 : 1 Provider New ☰

** Records are sorted by Last Modified Date ascending order*

Name	Position / Description	Annual Hours for this student	Total Dollars Expended for this Student
No Records Found			

Enter the required information and **“Save”**. Note, annual hours can be calculated by multiplying the minutes per week for the provider by the number of weeks in the school year and then dividing by 60.

▲ Contracted 1 : 1 Provider New **Save** ☰

** Records are sorted by Last Modified Date ascending order*

Name	Position / Description	Annual Hours for this student	Total Dollars Expended for this Student	Actions
Contracted Provider Name	1:1 Paraeducator	1,080	54,000	✖
Total			\$0	

No Records Found

For more information on how to complete this form see the [1:1 Contracted Provider instructions](#) within this User Guide.

Transportation Information

Transportation costs associated with student applications should be added to this section.

In most cases student transportation costs should be calculated on the Transportation Reimbursement Calculator. **This form will not be available until mid-February** as the data needed to complete the form is not available until that time. This form uses the LEA reimbursement percentage to calculate the excess transportation costs that can be included on the Safety Net application.

When to use this form:

- A student is transported to an out of district placement daily
 - If on a school bus, use the RSY District tab of the Excel workbook.
 - If the student is transported by a contracted provider, use the RSY Contracted tab of the Excel workbook.
 - If the student is transported by their parent via an in-lieu-of transportation agreement, use the RSY Contracted tab of the Excel workbook.
 - A student is transported for ESY whether in district or out of district
 - If on a school bus use the ESY District tab of the Excel workbook.
 - If the student is transported by a contracted provider use the ESY Contracted tab of the Excel workbook.
 - If the student is transported by their parent via an in lieu of transportation agreement use the ESY Contracted tab of the Excel workbook.
1. To enter information into this section, select **"New"** and enter the information from the Transportation Cost Calculator.

▲ Transportation Information New Save

** Records are sorted by Last Modified Date ascending order*

Position / Description	Total Dollars Expended for this Student	Actions
<input type="text" value="Field is required"/>	<input type="text" value="Field is required"/>	✘
Total	\$0	

No Records Found

2. More than one entry can be complete for regular school year transportation or ESY transportation. Regular school year and ESY transportation must be entered on separate rows of this section.

▲ Transportation Information New

** Records are sorted by Last Modified Date ascending order*

Position / Description	Total Dollars Expended for this Student	Actions
Transportation - ESY	\$500	
Transportation - Out of District for Regular School Year only	\$300	
Transportation - Out of District for Regular School Year only	\$700	
Total	\$1,500	

Other Costs Associated with Student for Current School Year

This section should be used for costs that do not fall within the other sections of the Worksheet C. The three categories of costs that can be entered in this section are:

- Equipment/Supplies
- Assistive Technology
- Other

1. Enter the Cost Type, Description, and Total Dollars Expended for this Student and select **“Save”**.

Cost Type	Position / Description	Total Dollars Expended for this Student	Actions
Equipment / Supplies	Field is required	Field is required	X
Assistive Technology	Field is required	Field is required	X
Other	Field is required	Field is required	X
Total		\$0	

No Records Found

Threshold

The last section of this form is the threshold section. This is where you will edit the threshold if necessary. Enter a 0 for months that the student was not enrolled and receiving special education services for that month. Updating this will prorate the threshold.

1. To edit a month, select the pencil icon next to the month, update the FTE and **“Save”**.

Month	FTE	Actions
Oct	0	Refresh
Nov	1	Edit

2. Once the threshold section is updated, it will update the threshold at the top of the Worksheet C Summary form.

Worksheet C Summary Totals

SSID Number
1111111111

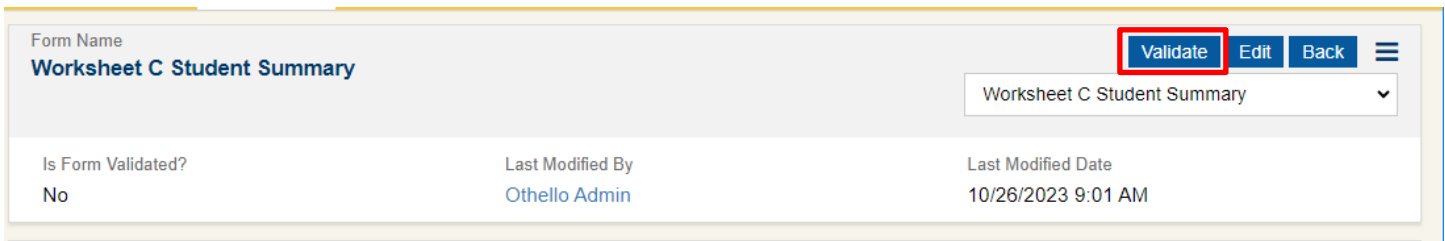
Grand Total
\$125,858.00

State Threshold
\$39,158.00

FTE Average
0.89

State Threshold Multiplied by FTE Avg
\$34,850.62

When all student applications are complete, validate the form.



Form Name	Last Modified By	Last Modified Date
Worksheet C Student Summary	Othello Admin	10/26/2023 9:01 AM

Special Education – Safety Net Certification

This form should not be completed until you are finished with your individual student applications. Once all student applications have been completed and you are ready to submit your Safety Net application copy the amount listed on the Certification form and insert it on the Overview tab of the main application. Once this has been done send the application to the Superintendent, Special Education Director, and Business Manager for review through the Peer Review process on the Responsibilities tab. They should review the application and add their name to the Certification page with the date they reviewed. From here they can approve their Peer Review. This will represent their signature on the Certification form. [See the Responsibilities Tab section of this User Guide](#) for instructions on how to complete this process.

Special Education – ESY Certification

This form is not required for initial application submission. This form will not be available until the Conditional Award letters are sent out in June. Once the letters are sent, your Safety Net application will be reopened so that you can complete the ESY Certification form. This form will populate with all student applications with ESY costs included in the request.

To complete this form, check the box next to each SSID of the students receiving ESY. If the student did not receive ESY leave the box unchecked. The ESY cost will be deducted from award total for the student application.

Excel Application Forms

These forms are calculated in an Excel template as there is not a corresponding EGMS form.

[Download the Medicaid Reimbursement Calculator.](#)

Medicaid Cost Calculator Form

If a student is Medicaid eligible and receiving services from a provider that is eligible to bill, this calculator should be completed for the student application. Information from the student's IEP should be used to complete the form. This form should be calculated based on the number of weeks in the school year, not the number of weeks billed for thus far in the school year. An exception to this would be if the student started receiving the service later in the school year, or if the student entered the LEA later in the school year.

1. To complete this form, add the SSID on row 11.

	A	B	C	D	E	F	G	H	I	J
1	Medicaid Reimbursement Calculator									
2	<i>Rates effective - 7/1/2023</i>									
3	Districts are responsible for all data entry and calculation verification as well as updating billing rates.									
4										
5	How to use this calculator:									
6	1. Locate the Code that corresponds to the service being provided.									
7	2. If the service billing unit is Flat Rate , insert Encounters per Week and # of Weeks Receiving Services .									
8	3. If the service billing unit is in minutes, insert Duration of Encounter in Minutes , Encounters per Week and # of Weeks Receiving Services .									
9	4. The MEDICAID REIMBURSEMENT CALCULATOR will automatically compute all totals.									
10										
11	Enter SSID here									
12	Service	Code	Brief Description	Maximum Allowable Fee	Duration of Encounter in Minutes	Encounters Per Week	# of Weeks Receiving Services	Billing Unit in Minutes	Total Encounters	Medicaid Reimbursement

- Fill out any applicable services LEA has submitted Medicaid billing on behalf of the student if those services are claimed on the student application. Update duration of encounter in minutes (if allowable), encounters per week, and number of weeks the student has been receiving the services.
- Enter the Total from row 105 into the Worksheet C Summary form in EGMS. The form in EGMS will calculate the Medicaid deduction at 70 percent of the total from the calculator.

10										
11	Enter SSID here									
12	Service	Code	Brief Description	Maximum Allowable Fee	Duration of Encounter in Minutes	Encounters Per Week	# of Weeks Receiving Services	Billing Unit in Minutes	Total Encounters	Medicaid Reimbursement
105	Total (for use on Worksheet C Summary)									
106	70% of this total will be calculated in the Worksheet C Summary form in the EGMS application									\$1,000.00
107										

▲ Worksheet C Summary Totals

SSID Number
1111111111

Grand Total
\$124,358.00

State Threshold
\$39,158.00

FTE Average
1.00

State Threshold Multiplied by FTE Avg
\$39,158.00

Medicaid Reimbursement Grand Total
1,000.00

Medicaid revenue attributable to this student
\$700.00

Contracted 1:1 Provider Form

Any contracted 1:1 nurse, 1:1 paraeducator, 1:1 interpreter, or 1:1 behavior technician should be reported on this tab.

[Download the Contracted 1:1 Cost and Billing Calculator.](#)

Hourly Rate Contractors

1. Enter the SSID number, Provider Name, and Position in row 6 of the form. Enter the provider's hourly rate on row 7. Please note, if the provider works for a company, please also include the company name in the provider name field so that the contract information can be located in the application files.

Contracted 1:1 Cost and Billing Calculator - For providers who have an hourly rate									
Use this form to calculate costs for contracted 1:1 paraeducators, 1:1 interpreters, 1:1 nurses, or 1:1 behavior technicians									
Enter data in green cells.									
6	SSID	Provider Name	Position						
7	# of days per calendar	MPW in IEP for direct services	# of IEP hours (MPW/60/5)	Potential Hours for Month (# of days*# of hours)	Amount billed per month based on invoices for direct services	Hours billed per invoice (Amt billed per invoice/hourly rate)	Hourly Rate=		

2. In Column B, enter the number of days per the calendar.
3. In Column C, insert the MPW noted on the student's IEP for the contracted 1:1.
4. In Column F, report the amount billed by the contract agency each month through February. If invoices have not been received through February, complete the form using all the invoices received to date. Additionally, if invoices through February have not been received, change the number of days per calendar column to reflect the number of days for which you have invoices.

This billing percentage will be used to determine projected billing through the end of the year. If the amount is less than 94 percent, an adjusted amount will be used on Worksheet C.

	A	B	C	D	E	F	G	H	I	J
		# of days per calendar	MPW in IEP for direct services	# of IEP hours (MPW/60/5)	Potential Hours for Month (# of days*# of hours)	Amount billed per month based on invoices for direct services	Hours billed per invoice (Amt billed per invoice/hourly rate)	Hourly Rate=		
7										
8	August			0.0	0.00		#DIV/0!			
9	September			0.0	0.00		#DIV/0!			
10	October			0.0	0.00		#DIV/0!			
11	November			0.0	0.00		#DIV/0!			
12	December			0.0	0.00		#DIV/0!			
13	January			0.0	0.00		#DIV/0!			
14	February			0.0	0.00		#DIV/0!			
15		0			0.00		#DIV/0!			
16										
17						Billing %	#DIV/0!			

- Enter the minutes per week of direct services from the student IEP and the number of weeks for that IEP. These rows will calculate the maximum potential amount of the services. If the billing percentage is less than 94 percent, the amount will be adjusted. The adjusted amount should be included in the [Contracted 1:1 Providers section of the Worksheet C Summary](#) form in the EGMS application.

18					
19		Hourly rate	MPW in IEP for direct services	Hours per week	# of weeks (# of days/5)
20	Potential - current IEP	\$0		0.00	
21	Potential - 1st previous IEP	\$0		0.00	
22	Potential - 2nd previous IEP	\$0		0.00	
23	Potential - 3rd previous IEP	\$0		0.00	
24	Potential - 4th previous IEP	\$0		0.00	
25	Potential - 5th previous IEP	\$0		0.00	
26	Potential - 6th previous IEP	\$0		0.00	
27	Potential cost for 23-24 school year				\$0
28		Billing %		#DIV/0!	
29		Adjusted amount		\$0	This will only adjust based on the billing percentage if the billing percentage is less than 94%.
30					
31					

Daily Rate Contractors

- Enter the SSID number on row 7; Provider Name and Position in row 8; and the provider's daily rate on row 8. Please note, if the provider works for a company, please also include the company name in the provider name field so that the contract information can be located in the application files.

	A	B	C	D	E	F	G
1	Contracted 1:1 Cost and Billing Calculator - For providers who have a daily rate						
2							
3	Use this form to calculate costs for contracted 1:1 paraeducators, 1:1 interpreters, 1:1 nurses, or 1:1 behavior technicians.						
4	Enter data in green cells						
5		SSID					
6	Provider Name				Position		
7		# of days per calendar	MPW in IEP	Amount billed per month based on invoices for direct services	Days billed per invoice (Amt billed per invoice/hourly rate)	Daily Rate=	

- In Column B enter the number of days per the calendar.
- In Column C insert the MPW noted on the student's IEP for the contracted 1:1.
- In Column D, report the amount billed by the contract agency each month through February. If invoices have not been received through February, complete the form using all the invoices received to date. Additionally, if invoices through February have not been received, change the number of days per calendar column to reflect the number of days for which you have invoices.

	A	B	C	D	E
7		# of days per calendar	MPW in IEP	Amount billed per month based on invoices for direct services	Days billed per invoice (Amt billed per invoice/hourly rate)
8	August				#DIV/0!
9	September				#DIV/0!
10	October				#DIV/0!
11	November				#DIV/0!
12	December				#DIV/0!
13	January				#DIV/0!
14	February				#DIV/0!
15		0			#DIV/0!
16				Billing %	#DIV/0!

5. Enter the minutes per week of direct services from the student IEP and the number of days for that IEP. These rows will calculate the maximum potential amount of the services. If the billing percentage is less than 94 percent, the amount will be adjusted. The adjusted amount should be included in the [Contracted 1:1 Providers section of the Worksheet C Summary](#) form in the EGMS application.

	A	B	C	D	E	F	G
17							
18		Daily rate	MPW in IEP	# of days	Maximum Potential		
19	Potential - current IEP	\$0			\$0		
20	Potential - 1st previous IEP	\$0			\$0		
21	Potential - 2nd previous IEP	\$0			\$0		
22	Potential - 3rd previous IEP	\$0			\$0		
23	Potential - 4th previous IEP	\$0			\$0		
24	Potential - 5th previous IEP	\$0			\$0		
25	Potential - 6th previous IEP	\$0			\$0		
26		Potential cost for 23-24 school year			\$0		
27				Billing %	#DIV/0!		
28			Adjusted amount		\$0		this will only adjust based on the billing percentage if the billing percentage is less than 94%.
29							

Transportation Cost Calculator Form

This form will not be available until mid-February. This is because the data that is used in the template is not available until mid-February. The form cannot be published any sooner than mid-February. Please note, that if your LEA is receiving [Transportation Safety Net funding](#) that is used for the student included with your Safety Net application, your LEA would not be eligible to receive transportation funding as part of the Safety Net award.

Instructions for this form will be added to this User Guide when the form is made available.

Using the Staff Upload Template

The OSPI template is named WorksheetCIEPStaffTemplate. This template includes formatting that will highlight required fields based on the information entered. When using this template, do not change the column headers or tab names within the Excel workbook.

[Download the Worksheet C Staff Information Upload Template.](#)

Uploading this file will only add new records to the Staff Information Section. Modifying data in the upload template and reloading the data will not modify the staff information that is already in the application. Deleting staff from the upload file and reloading the data will not remove the staff member from the staff list in the application.

Required Fields for **IEP** Staff Scope:

- Name,
- Staff Scope
- Staff Type
- Additionally, the following fields are required for each staff type:
 - *Special Education Teachers (Certificated):*
 - Annual Special Education Base Salary
 - Annual Caseload in minutes for all students
 - *Special Education Classified Staff:*
 - Position
 - IEP Hourly Rate
 - *District Educational Staff Associates (ESAs):*
 - Position
 - Annual Special Education Base Salary
 - Contract Hours
 - *Contracted Staff (ESAs and Teachers):*
 - Position
 - IEP Hourly Rate

Required Fields for **ESY** Staff Scope:

- Name
- Staff Scope
- Staff Type
- Additionally, the following fields are required for each staff type:
 - *Special Education Teachers (Certificated):*
 - ESY Hourly Rate
 - *Special Education Classified Staff:*
 - Position
 - ESY Hourly Rate
 - *District Educational Staff Associates (ESAs):*
 - Position
 - ESY Hourly Rate
 - *Contracted Staff (ESAs and Teachers):*
 - Position
 - ESY Hourly Rate

The diagram below highlights which fields are required based on the information entered in the Staff Scope and Staff Type columns.

Name	Staff Scope	Staff Type	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	Position	IEP Hourly Rate	ESY Hourly Rate	Contract Hours
	IEP	Special Education Teachers (Certificated)						
	ESY	Special Education Teachers (Certificated)						
	Both	Special Education Teachers (Certificated)						
	IEP	Special Education Classified Staff						
	ESY	Special Education Classified Staff						
	Both	Special Education Classified Staff						
	IEP	District Educational Staff Associates (ESAs)						
	ESY	District Educational Staff Associates (ESAs)						
	Both	District Educational Staff Associates (ESAs)						
	IEP	Contracted Staff (ESAs and Teachers)						
	ESY	Contracted Staff (ESAs and Teachers)						
	Both	Contracted Staff (ESAs and Teachers)						

Uploading the Template

1. Go to the Worksheet C IEP Staff and Other Staff Costs form in the application. Note, this file may also be uploaded in the Worksheet C ESY IEP Staff and Other Staff Costs form.
2. In the Staff Information Section select **“Upload Excel”**.

The screenshot shows the application interface for 'Worksheet C IEP Staff and Other Staff Costs'. At the top, there are buttons for 'Validate', 'Edit', and 'Back'. Below that, a dropdown menu shows the current form name. The form is divided into sections: 'Organization and Application Information', 'Student Information', and 'Staff Information'. In the 'Staff Information' section, there are buttons for 'Download in Excel', 'Upload Excel' (highlighted with a red box), 'Load Previous Staff Data', and 'New'.

3. Choose your file.

The screenshot shows the 'Upload IEP Information' dialog box. It contains instructions: 'Click the “Choose File” button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the “Upload File” button to begin uploading the data.' Below the instructions, there is a 'Choose File' button (highlighted with a red box) and an 'Upload File' button.

4. Select **“Upload File”**.

This upload file can also be uploaded to the Worksheet C ESY Staff and Other Staff Costs.

Using the Student Upload Template ***IEP Student Upload***

The OSPI template is named WorksheetCIEPStudentTemplate.

[Download the IEP Student Upload Template.](#)

Once a student record has been added to the application through the Worksheet C Overview form, an upload template can be used to load multiple staff entries into a student IEP record at the same time. This upload is completed in the Worksheet C IEP Staff and Other Staff Costs form.

Staff included in this student upload do not have to be included in the Staff Information table to be loaded; however, adding new staff through the student upload will not add staff to the Staff Information table.

Uploading this file will only add new records to the Student Information Section. Modifying data in the upload template and reloading the data will not modify the student information that is already in the application. Deleting entries from the upload file and reloading the data will not remove the staff member from the staff list in the application.

Columns that require specific entries include drop-down menus with those options.

The following columns are required for each row:

- SSID
- Staff Type
- IEP
- Name

Staff Type must be one of the following values:

- Special Education Teachers (Certificated)
- Special Education Classified Staff
- District Educational Staff Associates (ESAs)
- Contracted Staff (ESAs and Teachers)

For Staff Type "Special Education Teachers (Certificated)" the following columns are also required:

- Annual Special Education Base Salary
- Annual Caseload in Minutes for all students
- MPW of direct service provided to this student per IEP
- Number of weeks staff member served student

For Staff Type "Special Education Classified Staff" the following columns are also required:

- MPW of direct service provided to this student per IEP
- IEP Hourly Rate
- Position
- Number of weeks staff member served student
- Number of Students served at the same time

For Staff Type "District Educational Staff Associates (ESAs)" the following columns are also required:

- Annual Special Education Base Salary
- MPW of direct service provided to this student per IEP
- Position
- Number of weeks staff member served student
- Number of Students served at the same time

For Staff Type "Contracted Staff (ESAs and Teachers)" the following columns are also required:

- MPW of direct service provided to this student per IEP
- IEP Hourly Rate
- Position
- Number of weeks staff member served student
- Number of Students served at the same time

IEP must be one of the following values:

- Current
- 1st previous
- 2nd previous
- 3rd previous
- 4th previous
- 5th previous
- 6th previous

Position must be one of the following values:

- 1:1 Behavior Technician
- 1:1 Braillist
- 1:1 Bus Assistant
- 1:1 Interpreter
- 1:1 Nurse
- 1:1 Paraeducator
- APE Teacher
- Audiologist
- BCBA

- Contracted Teacher
- COTA
- Counselor
- O&M
- OT
- PT
- PTA
- Shared Behavior Technician
- Shared Brailist
- Shared Bus Assistant
- Shared Interpreter
- Shared Nurse
- Shared Paraeducator
- SLP
- SLPA
- TOD
- VI

The diagram below highlights which fields are required based on the information entered in the Staff Type column.

SSID	Staff Type	IEP	Name	Annual Special Education Base Salary	Annual Caseload in Minutes for all students	MPW of direct service provided to this student per IEP	IEP Hourly Rate	Position	Number of weeks staff member served student	Number of Students served at the same time	Contract Hours
	Special Education Teachers (Certificated)										
	Special Education Classified Staff										
	District Educational Staff Associates (ESAs)										
	Contracted Staff (ESAs and Teachers)										

Uploading the Template

1. Go to the Worksheet C IEP Staff and Other Staff Costs form in the application. Note, this file may also be uploaded in the Worksheet C ESY IEP Staff and Other Staff Costs form.
2. In the Staff Information Section select **“Upload Excel”**.

The screenshot shows the top portion of a web form. At the top, it says 'Form Name: Worksheet C IEP Staff and Other Staff Costs'. Below this, there are fields for 'Is Form Validated?' (No), 'Last Modified By' (North Thurston Admin), and 'Last Modified Date' (09/22/2023 11:36 AM). There are two expandable sections: 'Organization and Application Information' and 'Student Information'. In the 'Student Information' section, there are two buttons: 'Download in Excel' and 'Upload Excel'. The 'Upload Excel' button is highlighted with a red rectangular box.

3. Choose your file.

The screenshot shows a dialog box titled 'Upload IEP Information'. It contains an 'Instructions' section that reads: 'Click the "Choose File" button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the "Upload File" button to begin uploading the data.' Below the instructions, there is a file selection area with a 'Choose File' button highlighted by a red box, and an 'Upload File' button below it.

4. Select **“Upload File”**.

Upload IEP Information

Instructions:
Click the “Choose File” button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the “Upload File” button to begin uploading the data.

Choose File WorksheetC...emplate.xlsx

Upload File

The file has been attached. Click the Begin Upload button.

ESY Student Upload

The OSPI template is named WorksheetCESYStudentTemplate.

[Download the Worksheet C ESY Upload Template.](#)

Once a student record has been added to the application through the Worksheet C Overview form, an upload template can be used to load multiple staff entries into a student ESY record at the same time. This upload is completed in the Worksheet C ESY Staff and Other Staff Costs form.

Staff included in this student upload do not have to be included in the Staff Information table to be loaded; however, adding new staff through the student upload will not add staff to the Staff Information table.

Uploading this file will only add new records to the Student Information Section. Modifying data in the upload template and reloading the data will not modify the student information that is already in the application. Deleting entries from the upload file and reloading the data will not remove the staff member from the staff list in the application.

Columns that require specific entries include drop-down menus with those options.

The following columns are required for each row:

- SSID
- Staff Type
- Name

Staff Type must be one of the following values:

- Special Education Teachers (Certificated)
- Special Education Classified Staff

- District Educational Staff Associates (ESAs)
- Contracted Staff (ESAs and Teachers)

For Staff Type "Special Education Teachers (Certificated)" the following columns are also required:

- ESY Hourly Rate
- MPW of direct service provided to this student per IEP
- Number of weeks staff member served student
- Number of Students served at the same time

For Staff Type "Special Education Classified Staff" the following columns are also required:

- ESY Hourly Rate
- MPW of direct service provided to this student per IEP
- Number of weeks staff member served student
- Number of Students served at the same time
- Position

For Staff Type "District Educational Staff Associates (ESAs)" the following columns are also required:

- ESY Hourly Rate
- MPW of direct service provided to this student per IEP
- Number of weeks staff member served student
- Number of Students served at the same time
- Position

For Staff Type "Contracted Staff (ESAs and Teachers)" the following columns are also required:

- ESY Hourly Rate
- MPW of direct service provided to this student per IEP
- Number of weeks staff member served student
- Number of Students served at the same time
- Position

Position must be one of the following values:

- 1:1 Behavior Technician
- 1:1 Braillist
- 1:1 Bus Assistant
- 1:1 Interpreter
- 1:1 Nurse
- 1:1 Paraeducator
- APE Teacher
- Audiologist
- BCBA
- Contracted Teacher
- COTA
- Counselor
- O&M
- OT
- PT
- PTA
- Shared Behavior Technician
- Shared Braillist
- Shared Bus Assistant
- Shared Interpreter

- Shared Nurse
- Shared Paraeducator
- SLP
- SLPA
- TOD
- VI

The diagram below highlights which fields are required based on the information entered in the Staff Type column.

SSID	Staff Type	Name	ESY Hourly Rate	MPW of direct service provided to this student per IEP	Number of weeks staff member served student	Number of Students served at the same time	Position
	Special Education Teachers (Certificated)						
	Special Education Classified Staff						
	District Educational Staff Associates (ESAs)						
	Contracted Staff (ESAs and Teachers)						

1. Go to the Worksheet C IEP Staff and Other Staff Costs form in the application. Note, this file may also be uploaded in the Worksheet C ESY IEP Staff and Other Staff Costs form.
2. In the Staff Information Section select **“Upload Excel”**.

Form Name: **Worksheet C ESY Staff and Other Staff costs**

Buttons: Validate, Edit, Back

Dropdown: Worksheet C ESY Staff and Other Staff costs

Is Form Validated?: No

Last Modified By: North Thurston Admin

Last Modified Date: 11/17/2023 8:59 AM

Organization and Application Information

Student Information

Buttons: Download in Excel, **Upload Excel**

3. Choose your file.

Upload ESY Information

Instructions:
Click the “Choose File” button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the “Upload File” button to begin uploading the data.

Choose File No file chosen

Upload File

4. Select **“Upload File”**.

Application Files

This section is where all supporting documentation such as IEPs will be uploaded. All applications are uploaded to the EGMS platform individually. **The naming conventions specified in our guidelines must be followed to ensure we are able to access and review application documents.**

1. Select **“Add Files”**

2. Choose a file or drag a file to the “Upload File” area of the modal window. In most cases, “Other Supporting Documents” should be selected. In the description box, add the SSID of the student application if the file is specific to a student. Select **“Upload”** to add the file to your application files.

Add File
✕

Upload File from Computer

Upload File from Library

Classification

Select file classification
▾

*** Upload File**

📁 Choose a File OR Drag it here

Upload single file up to 2 GB

Description

Upload

Cancel

HISTORY TAB

The History tab of the application shows field history for the main tabs of the application. It does not include field history for the individual forms within the application; however, on the History tab, a PDF snapshot document will be available for download once you submit your application to OSPI.

COLLAB TAB

The Collab tab is where messages can be sent through the application. The application will also save system generated emails here when they are sent.

The Collab tab is where the Conditional Award and Final Award letters will be sent to applicants after the respective Safety Net Committee meetings.

SUBMITTING AN APPLICATION

Once your application is complete and ready to submit, select the **“Submit Application”** button. This will submit your application to OSPI. Once your application is submitted, you will no longer be able to edit your application.

🏠 Opportunities
Applications
Grants
Monitoring

Application

Safety Net Application Testing - Final

Edit

Submit Application

☰

EGMS ID	Status	Application Due Date
AP-OSPI-2892	Created	03/08/2024

Community Impact Applications

Starting an Application

To create a Community Impact application in EGMS:

1. Navigate to the Opportunities tab.
2. Search for AN-OSPI-1835.
3. Select the "View" (eye) icon to go to the opportunity record.
4. Select "**Qualify**" to pursue the opportunity. If the system asks if you want to qualify for this opportunity, answer "**Yes**" to proceed.
5. On the next screen, select "**Create Application**".
6. In the Create Application modal window, select "**Save and Continue**". Once the application has been created, you can find it on the Applications tab in EGMS.

Completing Your Application

OVERVIEW TAB

Most of the information on the Overview tab comes prefilled from the announcement. The two important sections are the Application Overview and Applicant Contacts section.

Application Overview Section

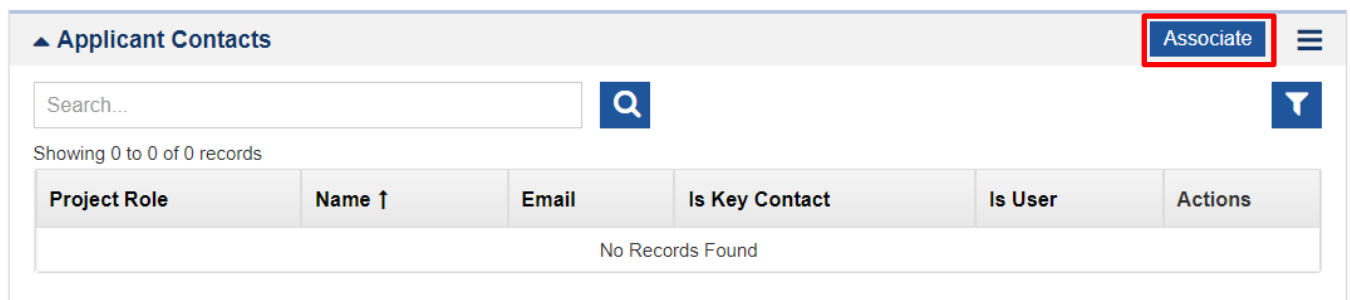
This section may be skipped when you begin your initial application and come back to when all student applications are complete. The "Total Budget Requested" field will need to be modified to match the "Amount Requested" field on the Special Education – Safety Net Certification form. These fields must match before the LEA application can be submitted to OSPI.

Applicant Contacts Section

Add contacts from your LEA that will need access to the Safety Net Application. The table will prefill with the person who initiated the application.

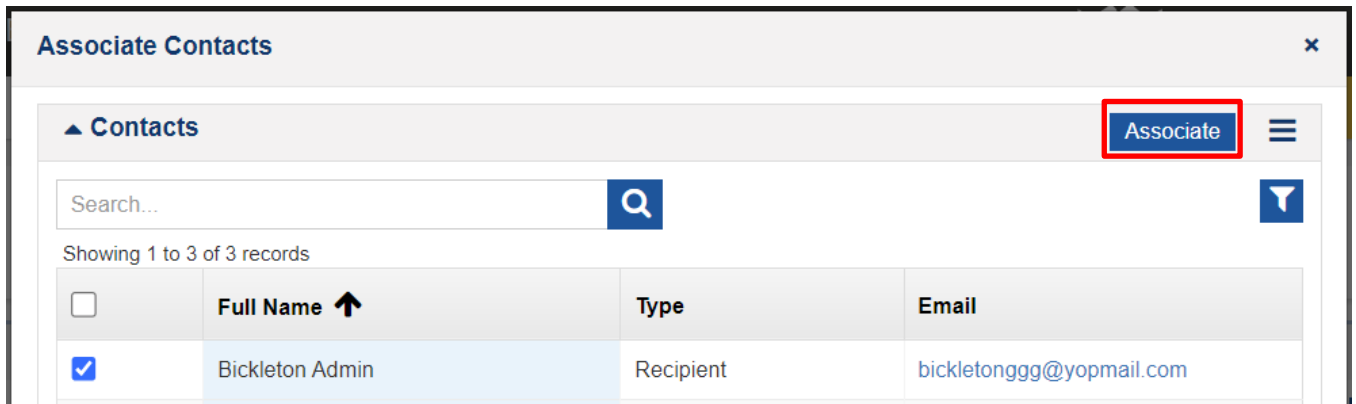
Adding Contacts

1. Click the "**Associate**" button.

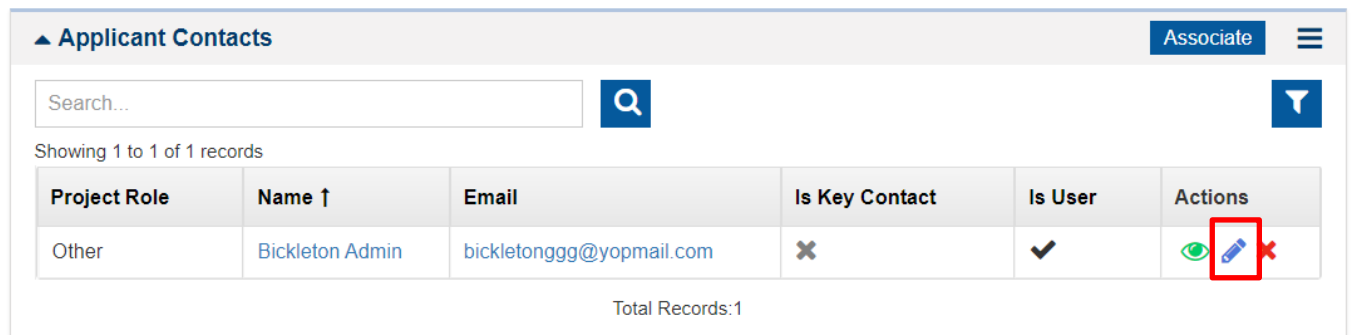


The screenshot shows the 'Applicant Contacts' section of the EGMS application. At the top right, there is a blue button labeled 'Associate' which is highlighted with a red rectangular box. Below the button is a search bar with the placeholder text 'Search...' and a magnifying glass icon. Underneath the search bar, it says 'Showing 0 to 0 of 0 records'. Below that is a table with the following columns: 'Project Role', 'Name ↑', 'Email', 'Is Key Contact', 'Is User', and 'Actions'. The table is currently empty, and the text 'No Records Found' is centered below the table.

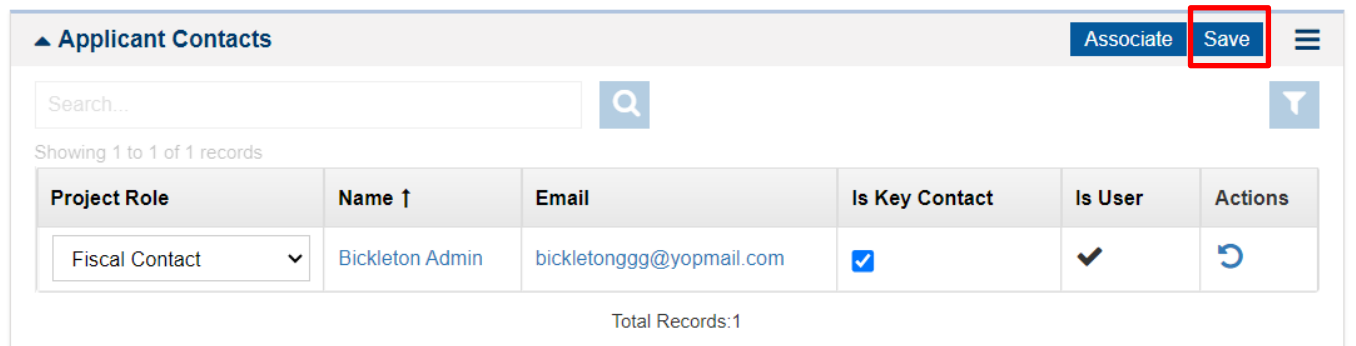
2. In the Associate Contacts modal window, select the individuals to be added as contacts and then click "**Associate**". More than one name may be selected and added at the same time.



- At least one contact must be a Fiscal contact and there must be at least one Key Contact. These do not have to be the same person. To make a contact the Fiscal contact or the Key Contact select the pencil icon under Actions. This will allow you to edit the contact.



- Once the record has been modified, select **"Save"**.



RESPONSIBILITIES TAB

On the Responsibilities tab Peer Reviewers can be added to your LEA's application. If the application owner wants others in the LEA to assist in the completion of the Safety Net application, they must be added as a peer reviewer. To be added as Peer Reviewers, individuals must be listed as an Applicant Contact on the Overview tab of the application. Follow the steps below to add a peer reviewer.

To sign off on the Certification form, the Superintendent, Special Education Director, and Business Manager should be added as peer reviewers. When all your applications are complete and you are ready to submit, send the application to the Superintendent, Special Education Director, and Business Manager for review and approval of the application. They can review the application and add their name to the Certification form. Their approval of the Peer Review will suffice as a "signature" on the LEA's application. If the application is being completed by one of these people, they would not need to be assigned as a peer reviewer.

Adding a Peer Reviewer

1. Select "New" in the Peer Reviewers section.

Overview **★ Responsibilities** Forms and Files History Collab

Peer Reviewers New

Search...

* Records are sorted by **Responsibility ascending order**

Showing 0 to 0 of 0 records

#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Focus Area
No Records Found							

2. In the Add New Peer Reviewer modal window enter the required information and select "Save".

Add New Peer Reviewer ×

Save

* Required to Save | Required to Submit

Peer Reviewer

*Reviewer Name: Bickleton Admin

*Responsibility: Program Reviewer

*Description: Please review the Safety Net application and add your name to the Certification form before approving.

*Due Date: 03/01/2024

*Allow Record Editing: Yes

Status: Created

Save

3. Once the reviewer has been added, select the blue arrow icon under Actions to assign the review to the Peer Reviewer.

Peer Reviewers New

Search...

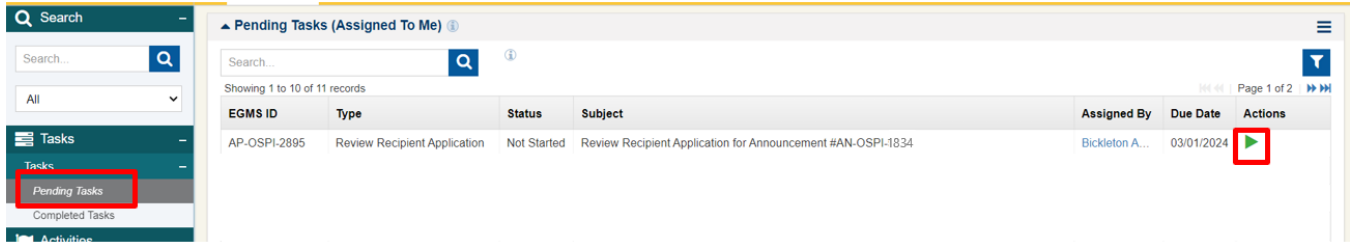
* Records are sorted by **Responsibility ascending order**

Showing 1 to 1 of 1 records

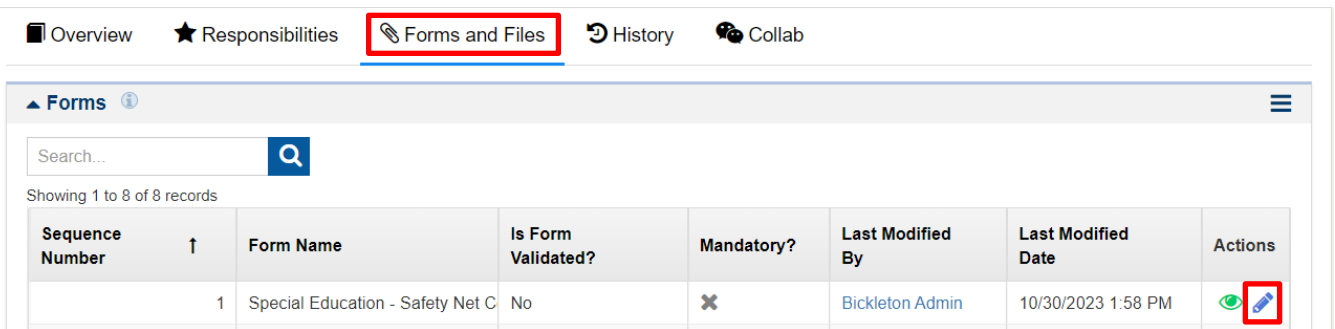
#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Focus Area	Actions
	1	Bickleton Admin	Program Reviewer	Please review the Safety Net app	03/01/2024	Yes	Created	

Total Records:1

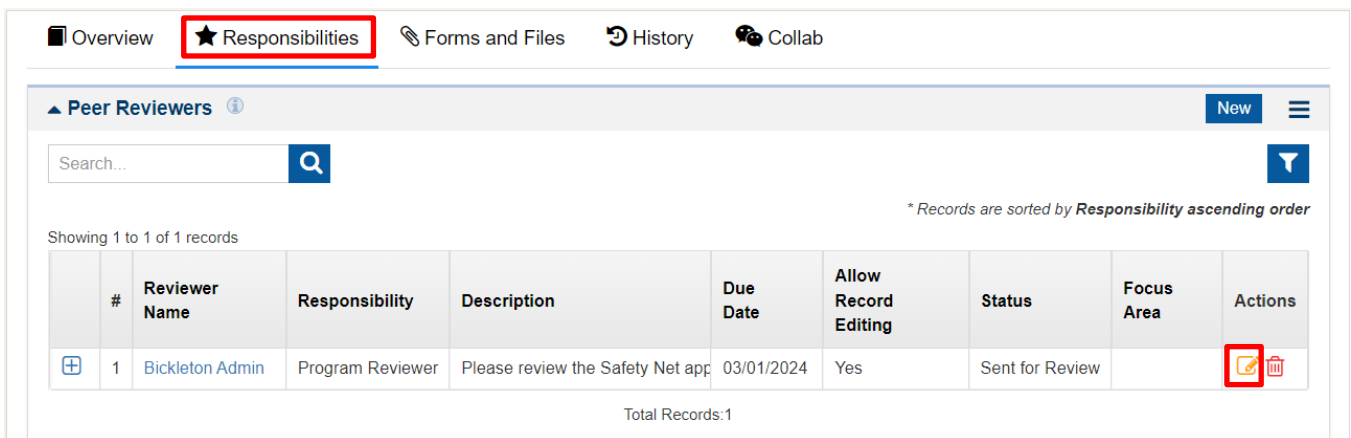
- The Peer Reviewer will be able to find the request under their Pending Tasks. Press the green play icon to start the peer review.



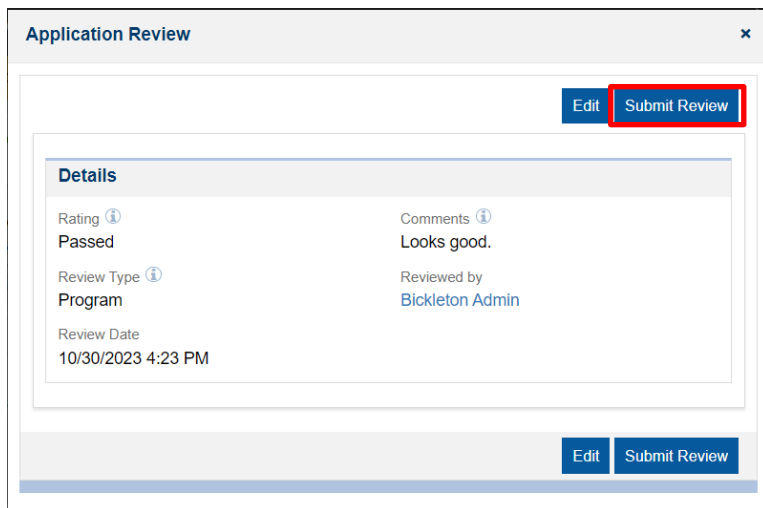
- Once the peer review has been initiated, the reviewer can review the Safety Net application and enter their name on the Special Education – Safety Net Certification in the Forms and Files tab of the application.



- Once the Peer Reviewer has finished reviewing the application, navigate back to the Responsibilities tab and click the yellow pencil icon to enter the review.



- The Peer Reviewer can enter passed, failed, or cannot rate as their rating. Comments on the review must be added before completing the review. Once the review is complete, the peer reviewer should select "Submit Review". If the reviewer identifies issues within the review, they can select "failed" as the rating and enter comments identifying what should be changed before they can pass their review. Once the application owner has made the changes, they can send the review back to the peer reviewer for another review.



8. The application owner will be able to see the review history in the Peer Reviewers section of the Responsibilities tab.

FORMS AND FILES TAB

The Forms and Files tab is where most of the work on the application will be done. This tab includes the application forms and the area where application files will be uploaded.

Application Forms

Worksheet A

Worksheet A is used to determine the LEA's overall capacity. This form compares the LEA's expenditures and revenues. If the LEA is expending more than they are receiving in special education funds, then the application will show capacity. To view the Worksheet A, select the green eye icon and to edit select the pencil icon.

When the Community Impact application is released in EGMS in December 2023 the data will not be fully prepopulated in the Worksheet A. Users should wait to complete the Worksheet A until all the prepopulated data is included on the form. If data is entered on the form prior to the prepopulated data being added, the form will overwrite any numbers entered by the LEA when the data is added.

Data used to prepopulate the Worksheet A comes from the F-195 Budget and F-196 Year-End reports submitted to OSPI by each LEA. The F-195 Budget data will prepopulate the Current FY Budgeted and Current FY Budgeted (LEA) columns within the form. LEAs should edit the Current FY Budgeted (LEA) column where appropriate.

There are four tabs within the Worksheet A form.

1. Overview

This first section of this tab will prepopulate with your LEA's information. Capacity will initially be calculated based on the data in the Current FY Budgeted (LEA) column. If your LEA does not demonstrate capacity, you may still submit a Safety Net application as it is possible to demonstrate capacity later in the school year. If the form does not appear to be updating after new data is entered in the Current FY Budgeted (LEA) columns, exit the form and reenter.

2. Expenditures

Verify that the prepopulated data is accurate. If the prepopulated data is not accurate, the Current FY Budgeted (LEA) column may be edited.

Lines and Sections that will not prepopulate:

- *Number of Months*: Enter the number of months the expenditure reports submitted with your application cover. In most cases 6 should be entered as the February expenditure reports should be included with the application.

The screenshot shows a web application interface for 'Worksheet A'. At the top, there are buttons for 'Validate', 'Edit', and 'Back'. Below this, a table shows 'Is Form Validated?' as 'No', 'Last Modified By' as 'Othello Admin', and 'Last Modified Date' as '11/01/2023 2:29 PM'. A message below the table states: 'Potential capacity for Safety Net awards is indicated when net expenditures on Line 11 exceed total resources on Line 37. Following the... view more'. The main navigation bar includes 'Overview', 'Expenditures', 'Enrollment Data', and 'Special Education Resource Data'. The 'Expenditures' section is expanded to show 'Number of Months' with instructions: 'Complete using data from expenditure report submitted with the application' and 'Number of Months reflected on most recent year-to-date expenditure report'. The value '6' is entered in the field.

- *Line 8 – Expenditures for Summer School*: Enter all costs associated with summer or supplemental school year programs that are included on Line 6. Exception: Costs for ESY services required by an IEP should not be deducted.
- *Line 12 – Payments to Other School Districts*: Enter all payments to other school districts for students served out of district if these expenditures were included in Line 6. For payments to other school districts, reference Activity 29 expenditures.
- *Annualized Year to Date Expenditures Section*: Fill this table in based on the Program totals from the expenditure reports submitted with your application. The table will annualize the expenditures when it is saved.

3. Enrollment Data

Lines that will not prepopulate:

- *Line 15 – Number of Nonresident Pupils Served*: Enter actual or estimated average headcount of nonresident students served by the district through an inter-district cooperative agreement and reported by the district as nonresident on Form SPI P-223H for each year.
- *Line 17 – Number of Resident Pupils Served in Other Districts*: Enter the actual or estimated average headcount of resident students served through an inter-district cooperative agreement and reported by the other district as nonresident on Form SPI P-223H for each year.

4. Special Education Resource Data

Lines that will not prepopulate:

- *Line 34 – Transfer of Special Ed Funding from Other Districts*: Enter the amount of funding transferred from another LEA that is not included in Revenue Account 7121 – Revenue from Other Districts.
- *Line 35 – Monetary Donations Designated for Special Education*: Enter the amount of monetary donations received that are designated for Special Education.
- *Line 36 – Other Sources*: Enter the amount of other resources available for Special Education,

which could include program income. For example, this could include tuition fees for non-disabled peers served in the preschool program.

Worksheet A Budget Reconciliation

This is an optional form that LEAs can use to provide more information on their expenditures. This form compares the LEA's budgeted expenditures and the anticipated year-to-date program expenditures based on information from the LEA's detailed expenditure reports.

In the review for the LEA's conditional award, the lesser of the amounts between the budgeted and annualized year-to-date amounts will be used in the analysis. However, if there is a 10% difference between budgeted expenditures and annualized year to date expenditures the LEA may provide an explanation of the differences if the LEA would like reviewers to consider using the higher amount. If no explanation is provided between the budgeted and annualized expenditures, the lesser number will be used in the analysis for the district's demonstration of capacity for Safety Net funding.

In the review for the LEA's final award, the annualized year-to-date expenditures will be used unless the LEA requests otherwise and provides an explanation as to why a different number should be used.

The data in this form will populate based on the data from the LEA's F-195 budget. If there is no data in the form, the data has not yet been loaded into the Safety Net application and you should hold on completing this form.

To complete the Worksheet A Budget Reconciliation:

1. On the Overview tab of the form, add the month of the expenditure report submitted with the LEA's application. For Community Impact applications this should be February. The months to date field will calculate based on the month selected.
2. Any additional comments should be entered on the Overview tab as well.
3. Select **"Save"**.

Form Name
Worksheet A Budget Reconciliation

Cancel Save

Worksheet A Budget Reconciliation

Is Form Validated?	Last Modified By	Last Modified Date
No	Test5 OSPITestAccount05	10/05/2023 8:06 PM

Required to Save Required to Submit

Overview Program 21 Program 24

Organization and Application Information

Overview

Provide explanation of differences if there is a 10% difference between budgeted expenditures and annualized year to date expenditures. If no explanation is provided between the budgeted and annualized expenditures, the lesser number will be used in the analysis for the district's demonstration of capacity for Safety Net funding.

Month of Expense Report
February

Months to Date

Additional Comments
Add any additional information here.

4. Navigate to the Program 21 tab of the form and select the pencil icon on any row that needs to be edited. Select **"Save"**.

Form Name
Worksheet A Budget Reconciliation

Cancel Save

Worksheet A Budget Reconciliation

Is Form Validated? No Last Modified By Test5 OSPITestAccount05 Last Modified Date 10/05/2023 8:06 PM

* Required to Save * Required to Submit

Overview **Program 21** Program 24

▲ Program 21 Save

* Records are sorted by Activity ascending order, Object ascending order

Activity ↑	Object ↑	Budgeted	YTD	Annualized YTD	Difference Between Budgeted and AYTD	Explanation of Difference	Actions
21	4	\$296,072	<input type="text"/>			<input type="text"/>	
21	7	\$43,000	<input type="text"/>			<input type="text"/>	
Total - Activity : 21		\$1,122,694	\$0.00	\$0.00			
Activity : 23							
23	3	\$26,531					
23	4	\$15,680					
Total - Activity : 23		\$42,211	\$0.00	\$0.00			

- Edit each Program tab with relevant information and save. As this form is not required, validation is not required prior to submission of the LEA's application.

Special Education – Safety Net Community Impact Narrative

Please note that the dates on this form in EGMS are incorrect. This application is for the 2023–24 school year not the 2022–23 school year.

For this form, LEAs must respond to the three narrative questions. The questions are:

Question 1

Identify the demographic, environmental, sociological, or other factor(s) that supports the local education agency's (LEA's) assertion that for the 2023–24 school year, the LEA is financially impacted by the presence of such factor(s).

Question 2

Present student enrollment data, including SSID numbers, attributed to the factor identified in Step One. Provide appropriate comparisons to surrounding LEAs or LEAs of like size throughout the region or state, and statewide data to demonstrate that the LEA has a unique situation that is not the result of LEA philosophy, staffing decisions, or service delivery choices. The LEA should attempt to rule out factors that may be within their control. Identify the source of all supporting data presented in this section.

Data to support the LEA's claims are required in this portion of the application. Cite location of data for verification. For example, if the LEA is claiming that the LEA is impacted disproportionately by the presence of medical facilities, the LEA should identify the source of supporting data to verify the claim. The narrative should be no more than two (2) pages.

Question 3

Quantify the extent to which the identified factor(s) in Step One creates an extraordinary documentable fiscal impact upon the LEA's state funded Special Education Program.

For this step, LEAs should use the Community Impact Cost Calculator attached to this application under the Announcement Files section of the Files tab. The worksheet includes different tabs for common factors. Complete the cells highlighted green and the rest will auto-calculate. Use the amount from this worksheet to complete question three in the Community Impact Narrative form. Apportionment data used to complete the report is available in report 1191SE found on Apportionment's website. The completed calculator should be uploaded with your application under Forms and Files.

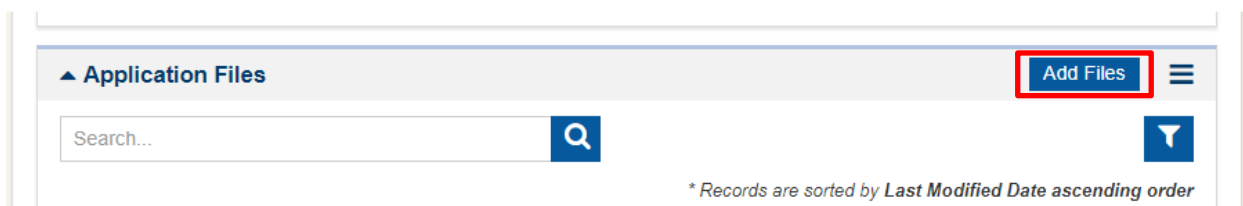
Special Education – Safety Net Certification

This form should not be completed until you are finished with your individual student applications. Once all student applications have been completed and you are ready to submit your Safety Net application copy the amount listed on the Certification form and insert it on the Overview tab of the main application. Once this has been done send the application to the Superintendent, Special Education Director, and Business Manager for review through the Peer Review process on the Responsibilities tab. They should review the application and add their name to the Certification page with the date they reviewed. From here they can approve their Peer Review. This will represent their signature on the Certification form. [See the Responsibilities Tab section of this User Guide](#) for instructions on how to complete this process.

Application Files

This section is where all supporting documentation such as IEPs will be uploaded. All applications are uploaded to the EGMS platform individually. **The [naming conventions specified in our guidelines](#) must be followed to ensure we are able to access and review application documents. The Community Impact Cost Calculator should be named: LEA Name-23-24-CI-Cost-Calculator.**

1. Select **"Add Files"**



2. Choose a file or drag a file to the "Upload File" area of the modal window. In most cases, "Other Supporting Documents" should be selected. In the description box, add the SSID of the student application if the file is specific to a student. Select **"Upload"** to add the file to your application files.

Add File ✕

Upload File from Computer | Upload File from Library

Classification
Select file classification

*** Upload File**
Choose a File OR Drag it here

Upload single file up to 2 GB

Description

Upload Cancel

HISTORY TAB

The History tab of the application shows field history for the main tabs of the application. It does not include field history for the individual forms within the application; however, on the History tab, a PDF snapshot document will be available for download once you submit your application to OSPI.

COLLAB TAB

The Collab tab is where messages can be sent through the application. The application will also save system generated emails here when they are sent.

The Collab tab is where the Conditional Award and Final Award letters will be sent to applicants after the respective Safety Net Committee meetings.

SUBMITTING AN APPLICATION

Once your application is complete and ready to submit, select the **“Submit Application”** button. This will submit your application to OSPI. Once your application is submitted, you will no longer be able to edit your application.

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