2025–26 Safety Net EGMS Application User Guide

2025

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Revision Log

Changes to this document made after November 21, 2025, will be noted in the table below.

Section	Page	Description of Revision	Revision Date

Table of Contents

This user guide will provide instructions for submitting High-Need Individual 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 (LEA) EGMS administrator.

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.
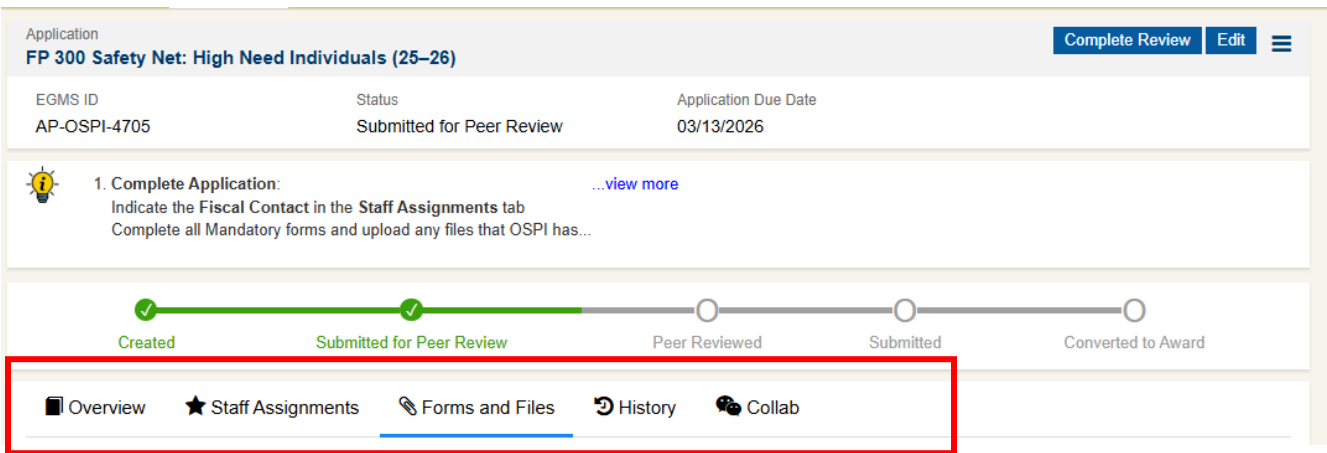
Navigating the Platform

The Overview, Staff Assignments, 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.

Within each form, you will see a list of all SSIDs included. When you open a student's form, a pop-up called a modal window will appear on top of the main application screen. This modal allows you to enter and edit information for that specific student.

Icons

Look for the lightbulb icon for tips on completing the application.

If a section contains an information icon, hover over the icon to see information about the section.
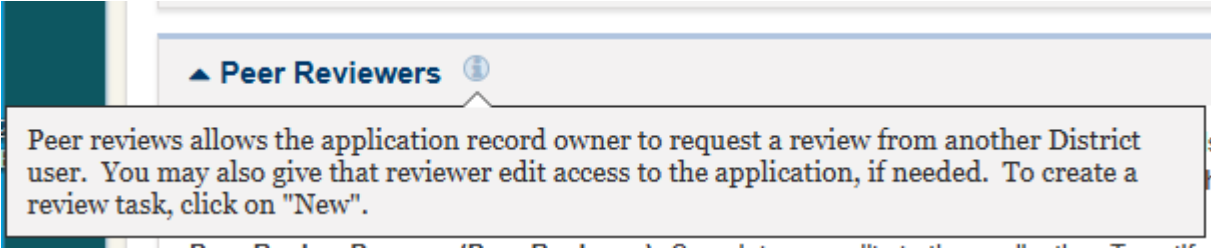
- 👁 View
- ✏️ Edit
- ❌ Remove
- ⬆ Send for Review
- 📝 Enter Review
- 🗑 Delete

High-Need Individual Applications

Starting an Application

To create a High-Need Individual application in EGMS complete the following steps.

Note: The person who will complete most of the work on the application should be the one to create it, as the individual who initiates the application becomes the application owner.

1. Navigate to the Opportunities tab.
2. Search for AN-OSPI-2042.
3. Select the "View" (eye) icon to go to the opportunity record
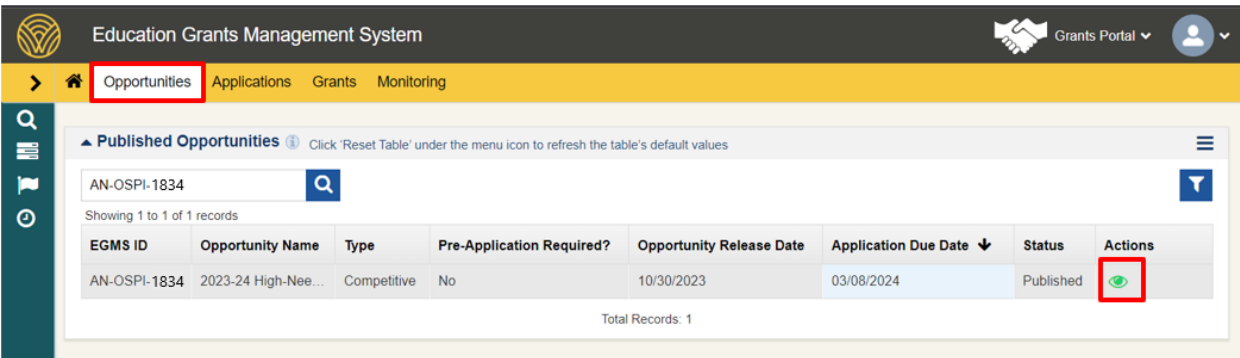
4. Select "**Qualify**" to pursue the opportunity.
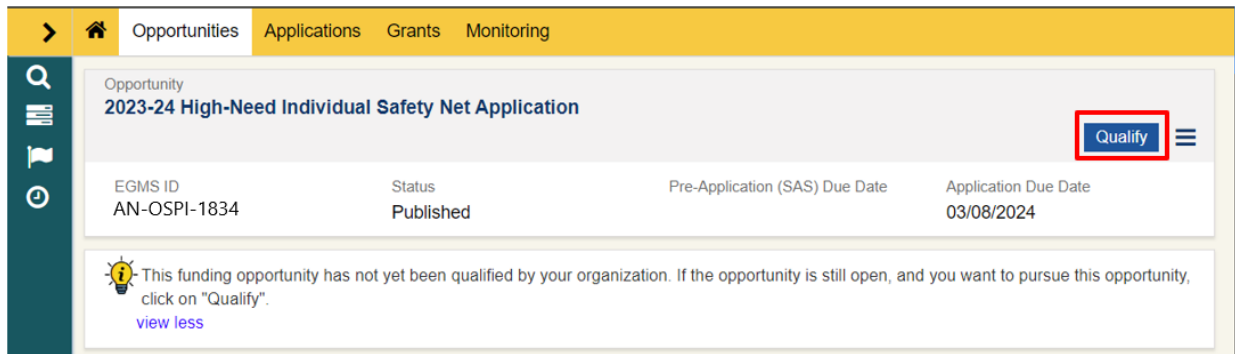
5. On the next screen, select "**Create Application".**
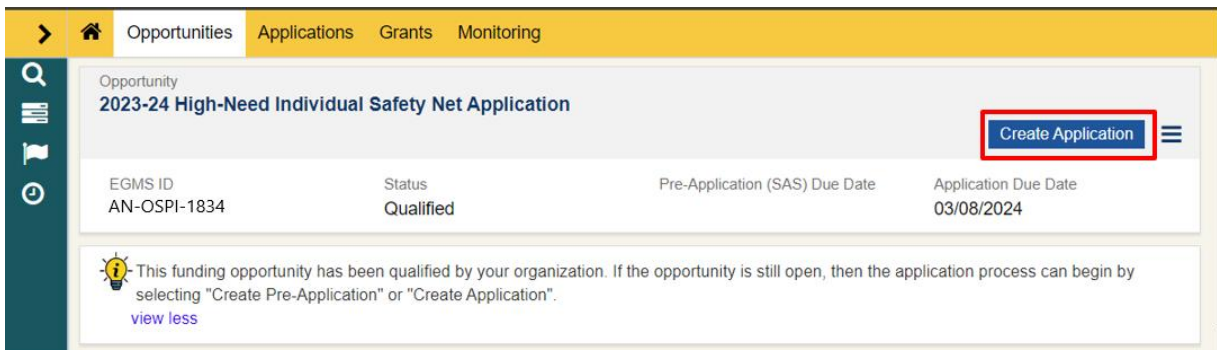
6. In the Create Application modal window, select "**Save and Continue**". Once the application has been created, you can find it on the Applications tab in EGMS.
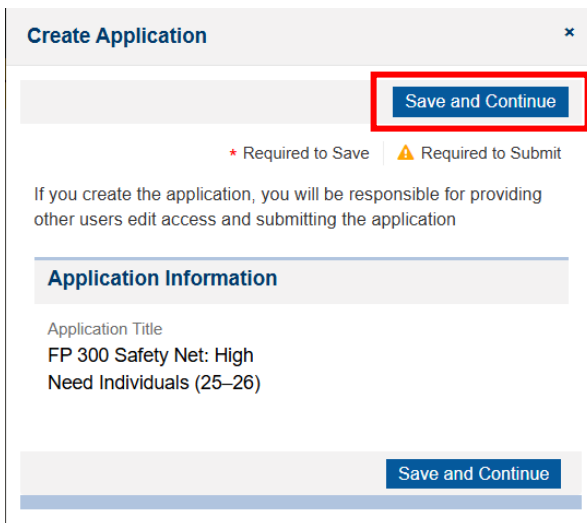
Completing Your Application

Overview Tab

Most of the information on the Overview tab comes prefilled from the announcement. The important section is the Application Overview 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.

Staff Assignments Tab

On the Staff Assignments tab Application Contacts and 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 Application Contact. Follow the steps below to add a peer reviewer.
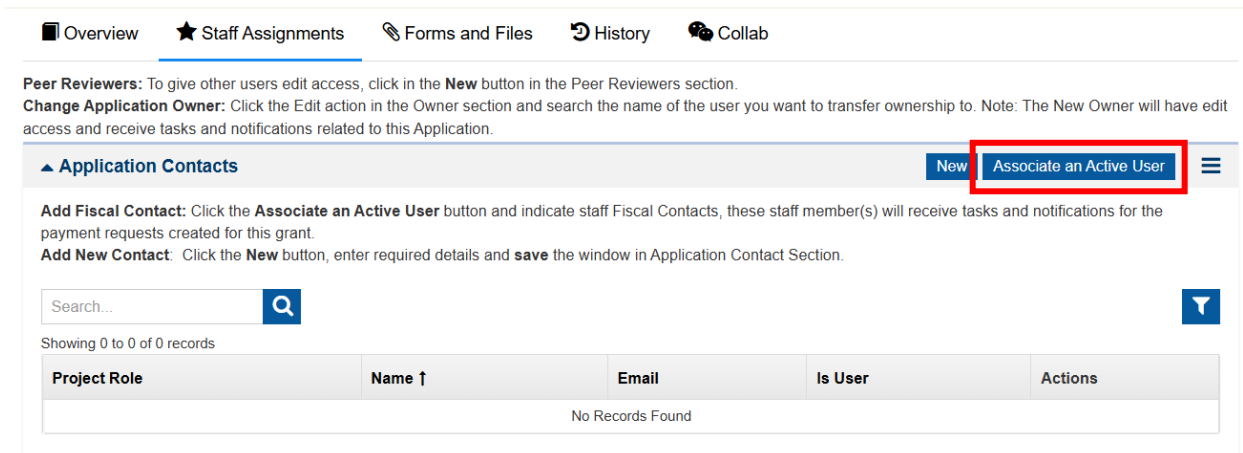
Application Contacts Section

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

Note: Do **not** use the **New** button to add a contact. Always use the **Associate an Active User** button. If someone needs access but is not an active EGMS user, they must contact their LEA's EGMS Administrator to request a user account.

Click the "**Associate an Active User**" button.

1. 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.
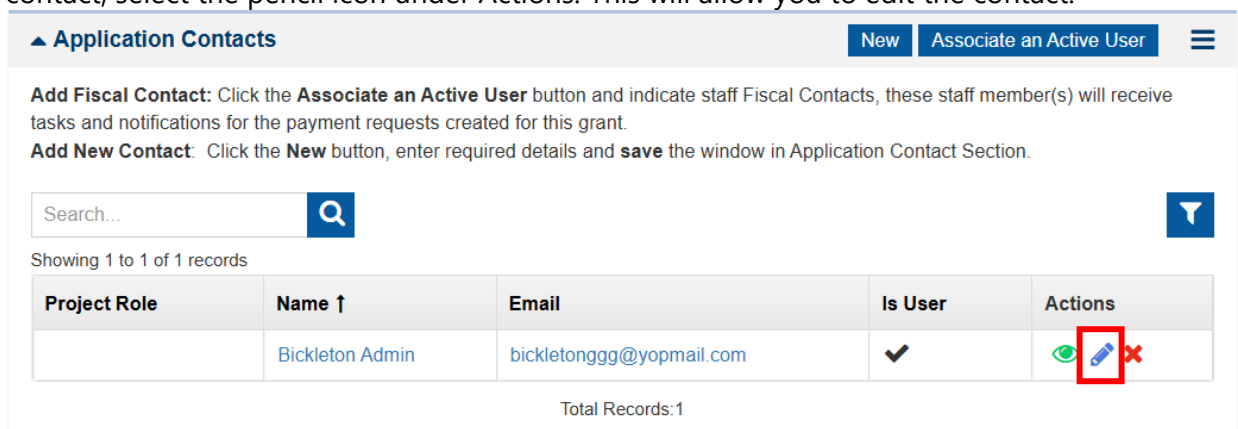
2. At least one contact must be designated as the Fiscal contact. To make a contact the Fiscal contact, select the pencil icon under Actions. This will allow you to edit the contact.

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

Adding a Peer Reviewer

Adding a user as an Application Contact will automatically add them to the Peer Reviewer table. If you need to add a Peer Reviewer who was not automatically added when associating an application contact, follow the steps below. Note to application owner, do not select the "Complete Review" button in the top right corner of the application until you are ready to submit the application. If Complete Review is selected, the existing Peer Reviewers will lose access to edit the application.

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

2. In the Add New Peer Reviewer modal window enter the required information and select **"Save"**. Upon saving, the peer review will be sent to the reviewer.

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

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

5. The Peer Reviewer can enter comments on the review and select Save. Once Save has been selected, the Edit and Submit Review buttons will appear. Once the reviewer selects Submit Review, they will lose edit access to the application. Reviewers may enter their notes and save but refrain from submitting if needed so they can maintain edit access.

6. 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
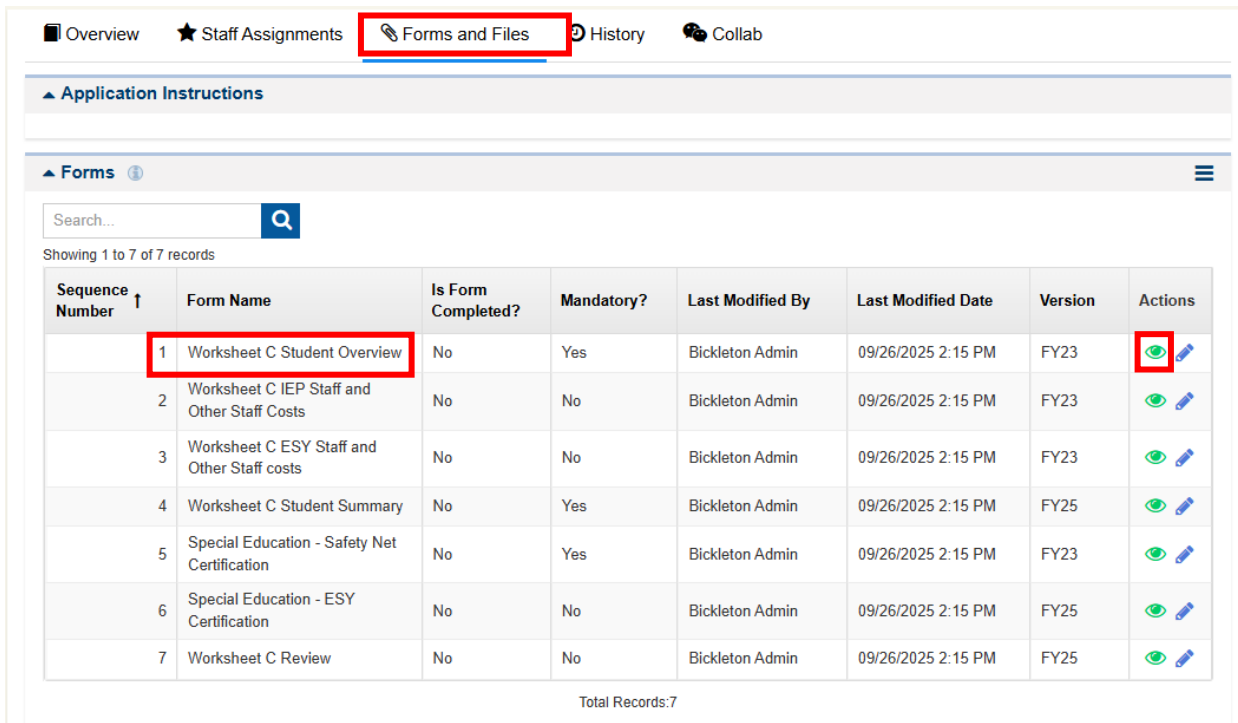
Please note, Worksheet A, which includes the Worksheet A reconciliation, is now located in the Supporting Documents Checklist section of the application.

Worksheet C Student Overview

Student applications must start on the Worksheet C Student Overview form. To complete other Worksheet C forms, new students must be added to the Student Overview form. This is the only form where student applications can be added/deleted. Students can be added to the Worksheet C Student Overview form in three ways: manually using the New button, using the Load Past Year Student Information button, or by using the Excel upload template

Add Student Using the New Button

1. Navigate to the Worksheet C Student Overview form.

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

3. 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. Note: In most instances, only the current IEP is required for the application. See the Safety Net Bulletin or number 5 below for more information.

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.

4. Enter the "Number of Days for Calendar Year". This is the 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	0		↺
November	0		↺
December	0		↺
January	0		↺
February	0		↺
March	0		↺
April	0		↺
May	0		↺

5. For each IEP section that applies to the student application enter:

   a. IEP start date

   b. IEP end date

Important Reminder:

Applicants are required to submit the current IEP in effect for the 2025–26 school year for each High-Need Individual application. This is necessary to validate and quantify reimbursable special education services for the funding period requested.

If there is a major change in services between the current and previous IEP iterations, all IEPs in effect for the school year should be included. Examples of major changes include, but are not limited to:

- Change in student placement
- Addition of services claimed for reimbursement (e.g., paraeducator added mid-year)
- Removal of services to be claimed

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

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

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.

6. When all student applications are complete, select Complete Form.

Add Student Using the Load Past Year Student Information Button

1. Navigate to the Worksheet C Student Overview form.

2. In the Student Information section, select the Load Past Year Student Information button.

Load Past Year Student Information: This will load the **SSID, Disability Category,** and **Date of Birth** of all students from the previous year Safety Net Application. Note: Please complete the remaining information for each student.

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

3. The system will load the SSID, Disability Category, and Date of Birth for all students from the previous year's Safety Net application. You must complete all remaining fields for these students. For instructions on entering this information, refer to steps 3–6 in the Add Student Using the New Button

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Worksheet C IEP Staff and Other Staff Costs

There are two functions to this form:

1. Add staff information that can be used in your applications.
2. Add staff members to individual student applications.

Adding Staff Members via the Staff Information table

Staff can be added individually in this section, or an Excel upload can be done to upload multiple staff at the same time. Note, if you do not plan to manually add staff to student applications, you do not have to upload data into the Staff Information. 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 an Individual Staff Members to the Staff Information table:

For instructions on doing a bulk Excel upload navigate to the Using the Staff Upload Template section of this user guide.

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

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

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

To Add Staff to Individual Student Application

For instructions on doing a bulk Excel upload navigate to the Using the Student Upload Template section of this user guide.

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

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.

3. In the associate modal window, select the staff member you are trying to add and select **"Save"**.

4. 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 Information table or in other student applications. Once all fields have been completed, select **"Save"**.

5. Repeat these steps for all staff that should be included on the student application. This staff information will roll-up into the Worksheet C Student Summary form.

6. When all student applications are complete, select Complete Form.

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, select Complete Form.

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.

2. Enter the required information, and **"Save"**.

Note: If the location is not available in the drop-down list, please reach out to safety.net@k12.wa.us to have the location added. Additionally, if a student is attending a placement year-round, please separate the school year costs from the summer costs. Summer costs should be entered as Extended SY.

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

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. **The Contracted 1:1 Cost and Billing Calculator used to calculate the costs for the provider must be uploaded with the student application in the Application Files section.**

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

Enter the required information and **"Save"**.

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. Once completed, this Transportation Reimbursement Calculator must be uploaded as part of your application files in EGMS, following the required naming conventions.

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.

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.

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".**

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"**.

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

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

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 click the menu button in the top right corner of the screen and select Download as a PDF. Download the certification and route to your Superintendent, Business Manager, and Special Education Director for signatures. Once they have signed, add their names and the date they signed to the bottom of the certification, complete the form, and upload the signed copy to the Application Files section.

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.

Worksheet C Review

The applicant is not required to complete anything in this form. This form will be used by OSPI staff to enter any adjustments to awards and provide feedback about the adjustments.

Supporting Documents Checklist

The Worksheet A and Reconciliation were previously forms within the EGMS. Starting in 2025–26 these will be Excel forms that get submitted through the Supporting Documents Checklist section. Both the Worksheet A and the Worksheet A Reconciliation will be in the same Excel template. The Worksheet A is required to be completed. The Worksheet A Reconciliation is optional.

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.

When the Safety Net Application is released in EGMS in December 2025 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. There will be an Excel file uploaded when the application is released that will link to where the Worksheet A will be posted once the data are available.

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 may edit the Current FY Budgeted (LEA) column where appropriate.

1. **Expenditures**

   Verify that the prepopulated data is accurate. If the prepopulated data is not accurate, the 25–26 Budgeted (LEA) column may be edited.

   Lines and Sections that will not prepopulate:

   - *Line 8 – Expenditures for Summer School:* Enter all costs associated with summer or supplemental school year programs that <u>are included</u> 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 <u>were included</u> 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.

2. **Special Education Resource Data**

   Lines that will not prepopulate:

   - *Line 26 – 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 27 – Monetary Donations Designated for Special Education:* Enter the amount of monetary donations received that are designated for Special Education.

   - *Line 28 – 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 LEA'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 and you should hold on completing this form.

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.

2. 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.

3. 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.

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.

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
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=		
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!			

5. 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 that 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. Note: in most cases only the current IEP will be used to calculate costs for the entire school year.

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

Daily Rate Contractors

1. 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=	

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 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	# 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)
		B	C	D	E
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 that 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.

		Daily rate	MPW in IEP	# of days	Maximum Potential	
18						
19	Potential - current IEP	$0			$0	
20	Potential - 1st previous IEP	$0			$0	
21	Potential - 2nd previous IEP	$0			$0	
22			Potential cost for 25-26 school year		$0	
23			Billing %		#DIV/0!	
24			Adjusted amount		$0	This will only adjust based on the billing percentage
25						if the billing percentage is less than 94%.

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 Worksheet C Student Overview Upload Template

The OSPI template, named *WorksheetCOverviewTemplate*, is preformatted to highlight required fields based on the data entered. Fields with predefined values include drop-down lists for easy selection. When using this template, do not modify the column headers or tab names in the Excel workbook.

Download the Worksheet C Student Overview Upload Template.

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 records that are already in the application. Deleting students from the upload file and reloading the data will not remove the students from the Worksheet C Student Overview form.
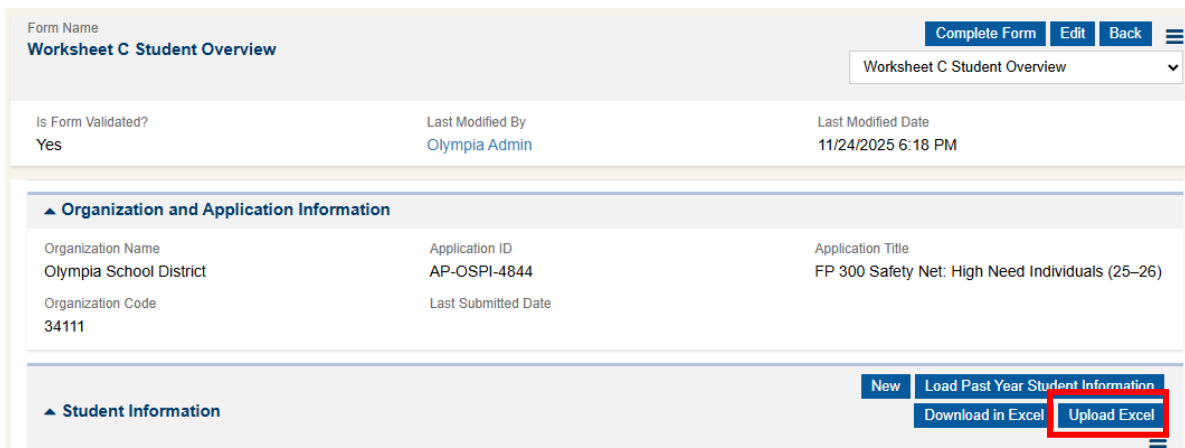
Required Fields:
- Disability Category
- Last Evaluation Date (MM/DD/YYYY)
- Date of Birth (MM/DD/YYYY)
- Grade
- Last IEP Date (MM/DD/YYYY)
- Medicaid Eligibility (Yes/No)
- How many IEPs associated with the application? (1-7)
- Is Student served in-district or out of district?
- Does Student Receive ESY?
- Was Student involved in a complaint or due process that included a corrective action plan? (Yes/No)

Optional Fields:
- Additional Comments

Uploading the Template

1. Go to the Worksheet C Student Overview form in the application.
2. In the Student Information Section select **"Upload Excel"**.

3. Choose your file and then select Upload File

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.

Please upload up to 300 records within the Excel at a time. Uploading more at one time can cause a system error.

Choose File | No file chosen

Upload File

Using the Staff Upload Template

The OSPI template, named *WorksheetCIEPStaffTemplate*, is preformatted to highlight required fields based on the data entered. Fields with predefined values include drop-down lists for easy selection. When using this template, do not modify the column headers or tab names in 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"**.

3. Choose your file and then 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, named WorksheetCIEPStudentTemplate, is preformatted to highlight required fields based on the data entered. Fields with predefined values include drop-down lists for easy selection.

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 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	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"**.

3. Choose your file and select **"Upload File"**.

ESY Student Upload

The OSPI template, named WorksheetCESYStudentTemplate, is preformatted to highlight required fields based on the data entered. Fields with predefined values include drop-down lists for easy selection.

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"**.

3. Choose your file and 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. Zipped files may be used to upload multiple documents at once. Naming conventions should still be followed if zipped files are used to upload student applications in bulk.

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.

Legal Notice

ESTD
1889

*All students prepared for post-secondary pathways,
careers, and civic engagement.*

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Chris Reykdal | State Superintendent
Office of Superintendent of Public Instruction
Old Capitol Building | P.O. Box 47200
Olympia, WA 98504-7200