

Safety Net Platform Submission Files and Naming Conventions

Application files can either be uploaded to the EGMS application individually, or files can be grouped together and uploaded into the EGMS application in a zip file. The file naming conventions listed below should be used for individually loaded documents, or documents uploaded as part of a zip file. The naming conventions listed below ensure we are able to access and review student documents.

- General application documents
 - Note: The Worksheet A and Expenditure Reports should be uploaded in the Supporting Documents Checklist section. The remaining documents should be uploaded under the Application Files section. Both the Supporting Documents Checklist and Application Files sections are on the Forms and Files tab of the EGMS application.
 - Worksheet A (Named: LEAName-WorksheetA)
 - Expenditure Reports (Named: LEAName-Expend)
 - One district calendar (Named: LEAName-Calendar)
 - One calendar for each out of district placement (Named: PlacementName- Calendar)
- Student-specific documents – **Always list the student SSID first. Please do not use student name or initials to identify the files.**
 - Any Medicaid Calculators (**in Excel format**), if applicable – (Named: SSID-Medicaid Calculator)
 - Any 1:1 Contractor Calculators (**in Excel format**), if applicable – (Named: SSID-Contractor Calculator)
 - Any Transportation Calculators (**in Excel Format**), if applicable – (Named: SSID-Transportation Calculator)
 - IEPs – (Named: SSID-Current, or SSID-Previous. If more than one previous: SSID- Previous1, SSID-Previous2, etc.)
 - Purchase orders, contracts, and invoices (if applicable) specific to the student. (Named: SSID-PO-SLP or SSID-Contract-SLP, etc.)
- Shared documents
 - This would be used for those related service providers (SLP, OT, PT, etc.) who serve multiple students submitted for Safety Net, as well as any Out of District Placements that serve multiple students submitted for Safety Net. (Named: ContractorName-PO, ContractorName-Contract, or ContractorName-Invoices.)
- Zip file naming conventions
 - See screenshots on pg. 3 of this document for examples on grouping files.
 - Files can be loaded by individual zip files named with the SSID number, or groups of SSID folders can be zipped together. The individual documents within the folder should follow the naming conventions above.

Starting on the next page are some screenshots showing an example of an LEA's files in the EGMS application. For this example, the LEA will be named Salmon Creek School District.

Example of individual files uploaded into EGMS directly.

Overview
Responsibilities
Forms and Files
History
Collab



Forms
Supporting Documents Checklist
Application Files
Add Files

Showing 1 to 15 of 15 records


Title ↓	Classification	File Extension	Description	Actions
Salmon-Creek-Calendar.pdf	Other Supporting Documents	pdf	District calendar	
Overlake-PO.pdf	Other Supporting Documents	pdf	NPA placement purchase order	
Overlake-Invoices.pdf	Other Supporting Documents	pdf	NPA placement invoices	
Overlake-Contract.pdf	Other Supporting Documents	pdf	NPA placement contract	
Overlake-Calendar.pdf	Other Supporting Documents	pdf	NPA placement calendar	
1234567890-Transportation-Calculator.xlsx	Other Supporting Documents	xlsx	1234567890	
1234567890-SLP-PO.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-SLP-Invoices.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-SLP-Contract.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-Previous2.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-Previous1.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-Medicaid-Calculator.xlsx	Other Supporting Documents	xlsx	1234567890	
1234567890-Current.pdf	Other Supporting Documents	pdf	1234567890	
1234567890-Contractor-Calculator.xlsx	Other Supporting Documents	xlsx	1234567890	

Total Records: 15



Example of individual SSID files zipped to be loaded into EGMS.

<input type="checkbox"/> Name	Status	Date modified	Type	Size
 1111111111	✔	12/17/2024 1:46 PM	Compressed (zipp...	758
 2222222222	✔	12/17/2024 1:46 PM	Compressed (zipp...	758

Example of grouped SSID folders zipped to be loaded into EGMS. In the Zip file name, enter the SSID range. This zip file would then be uploaded into EGMS.

<input type="checkbox"/> Name	Status	Date modified	Type	Size
 SSIDs 1111111111 through 2222222222	✔	12/17/2024 1:40 PM	Compressed (zipp...	

Within the Zip folder, individual SSID files. These files within the Zip folder do not need to be zipped.

<input type="checkbox"/> Name	Type	Compressed size	Password ...	Size
 1111111111	File folder			
 2222222222	File folder			