# **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

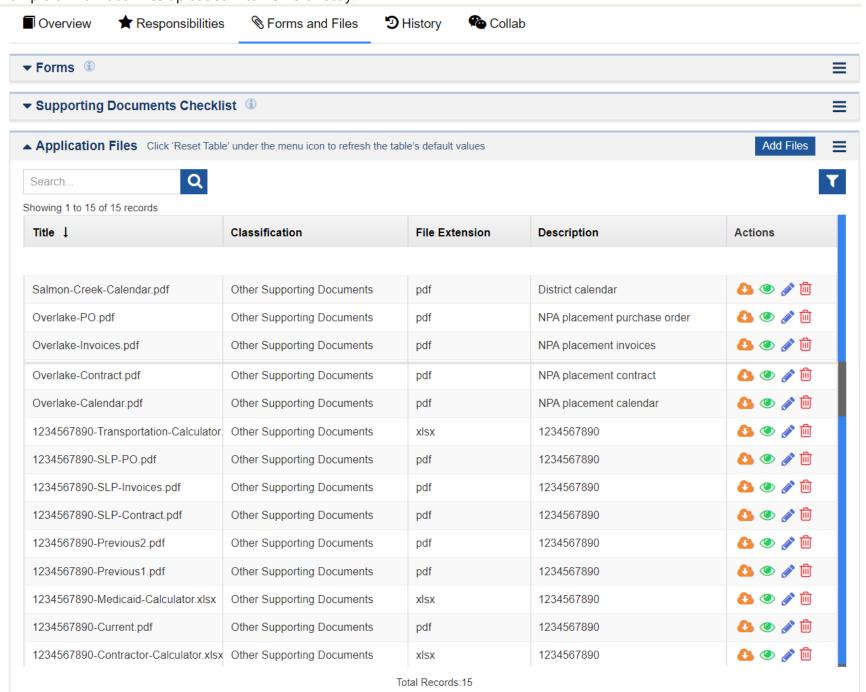
This would be used for those related service providers (SLP, OT, PT, etc.)
who serve multiple students submitted for Safety Net, as well as any Out of
District Placements that serve multiple students submitted for Safety Net.
(Named: ContractorName-PO, ContractorName-Contract, or
ContractorName-Invoices.)

### • Zip file naming conventions

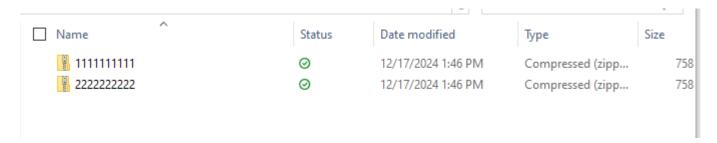
- o See screenshots on pg. 3 of this document for examples on grouping files.
- Files can be loaded by individual zip files named with the SSID number, or groups of SSID folders can be zipped together. The individual documents within the folder should follow the naming conventions above.

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.

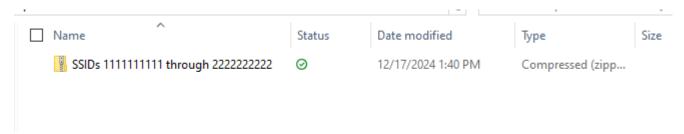
Example of individual files uploaded into EGMS directly.



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



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.



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

