2012 GMS Basic Navigation

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The NDE portal requires a Login ID and Password. If you already have a login id and password, a new one does not need to be created for each program.

There are different types of Portal accounts

- NDE – Reviewers and Leader Reviewers.
- Portal User – Data Entry, Bookkeeper, View Only
- District Administrator – DA or Superintendent

NDE Users and District Administrators need additional activation codes that are entered on the “My Profile” tab in the Portal.

https://portal.education.ne.gov/Site/DesktopDefault.aspx
You need a new login id for each Collection Type within a Portal Type
You need a new Activation code for each collection (examples: SPED Collab, SPED Consolidated, Early Development Network) and each district unless you are NDE Staff. NDE Staff only need one activation code per collection – that will allow them to see every district that has created an application.

For example, if you are a bookkeeper for 3 different districts, you could use one portal login id, but you would need 3 activation codes – one for each district.

An activation code is similar to a key – it unlocks the collection(s).

Activation codes can be obtained by the District Administrator.
Portal Activation Codes

Portal Type Activation

DA Activation
Available Grants means that you have already applied the activation code. Online means that the collection is available, but you have not applied the activation code.
If you have a Portal Activation as a District Administrator, you will have the District Administrator Tab.
If you click on that tab, you will be allowed to select the Collection (then the District if you have more than one District).
Once you have chosen the collection, a list of activation codes will display. There can only be one District Administrator per district. There can be multiple users with the other User Types.
On the GMS tab, click “Add” next to the collection that you need (under the Online portion).
A new screen will pop up.
Enter the activation code given to you by your District Administrator.
Click “Add”.
You should now have access to the new grant.
Click the link that says “Return to Previous Page”.
You are now ready to access the application!!!
Click on the Available application you wish to work on. Our examples are based on SPED IDEA Consolidated.
Types of Applications

- Formula
- Competitive
- Plans
- Payments Only
Select the year that you would like to create.
Click on ‘Create Application’.
Once you enter the application, and have created one, you will start at the Application Select Page. Once the application has been available in the GMS, multiple years can be selected. The Radio Button determines which year will be used for the action buttons on the top of the page.

- Instructions – This link will bring up a list of instructions depending on the page that you select it on. These are available on nearly every page in the application. Full program instructions are available on the Overview pages on specified programs.
- Action Buttons
  - Radio button must be selected
  - Open Application – Opens Application to the Umbrella Overview.
  - Create Amendment – Creates amendments to approved applications. (Only available for approved applications and during available timelines)
  - Payments – Door to the payment side of the application – Can only be accessed for approved applications.
  - Print All – Prints entire application to a pdf file available by link at 8:00 pm.
  - Review Checklist – What the Reviewer uses to accurately check the application and communicate to the district.
  - Withdraw Application/Amendment – Erases entire application.
- Status Bar
  - Select – Lists the application year and allows a selection via radio button.
  - Application / Amendment
    - Original Application
    - Amendment 1, etc.
  - Original Submit Date – When the application / amendment was submitted to NDE
  - NDE Final Approval Date – When the application was Final Approved and GAN was created.
  - Status
    - Not Submitted – District is still working on it.
    - Submitted – Submitted to NDE or District Admin.
    - Disapproved – District needs to make changes.
    - In Process – 1st level of approval passed. Now needs to be approved by LC.
    - Final Approved – Application has been approved by the LC. GAN has been produced.
  - View GAN – Click on this link to bring up the pdf of the Grant Award Notification
- Contact Us
  - Link available at the bottom of each page. Lists important names and numbers for all GMS applications and the payments that go with.
Do not use drop down list to navigate on Review Checklist. Instead, use the tabs.

Review Checklist is a Pop-Up. Ensure that your Pop-Up blocker is disabled.
On an amendment, only the specific grant that was updated will need to be addressed on the Amendment Checklist. All other review pages will not.
Umbrella Grant
SPED IDEA Consolidated - 4400

- Overview – Describes the application
- Program Information – Specific questions for the Program including budget pages
- Staff – District Specific Staff
- Equipment/Capital Outlay – Operational Equipment / Capital Outlay
- Budget – Budget Detail and Budget Summary
- Page Lock Control – Lock and Unlock Pages

IDEA Part B (611) Base – 4404
IDEA Part B (611)E-P – 4410
IDEA Part B (619) Preschool – 4406
IDEA CEIS – 4411
IDEA NonPublic - 4412
Umbrella Grant
NCLB Consolidated -4201

- Titles IID, IV, and V are not funded.
- REAP eligible schools are allowed to transfer 100% of their allocations from one program to another.
- Schools that are not REAP eligible are allowed to transfer 50% of their funds.
Suggested Navigation

- Move Left to Right through the tabs
- Umbrella – SPED IDEA Consolidated – 4400
  - Overview
  - Amendments
  - Contact Information
  - Goals and Needs
- IDEA Part B Base
  - Program Pages
- IDEA Part B F&P
  - Program Pages
- IDEA Part B Preschool
  - Program Pages
- IDEA CCIS
  - Program Pages
- IDEA NonPublic
  - Program Pages
- Umbrella
  - Amendments (Only on Amendments)
  - Submit
  - Application History
  - Page Back Control
  - Application Print
Navigation of Applications
Can transfer money to E-P from CEIS, but not back.
If the check boxes are marked to release, 100% of the allocation will be released to NDE.
On approved applications, GANs from each approved application for the same year will be displayed at the top of the page.

Applicable Percentage will show whether 100% or 50% can be transferred. If the box at the bottom of the program is checked, all current and prior year funds will be released to NDE.
Example of a single level Program.
All information on this page is required.
Transfer to the Budget Pages of the funding source that you choose. Funds must be budgeted to the goal based on the funding source selected. If you will not be funding a goal with the sources listed for that goal, or you do not have any of the funds listed, all pages have the option to select Not Applicable.

IDEA Part B (Non-public) funds may be used to provide equitable services to non-resident non-public school children and to provide FAPE to resident non-public school children. However, when all IDEA Part B (Non-public) funds are expended, the district remains responsible for the provision of FAPE to resident non-public school children.
The Goals and Needs section is intended to assist districts with their school improvement planning in academic areas and grade levels. These goals are tied to the Budget Detail page based on the funding sources selected. Enables a connection between budgeting and the district/agency goals and needs.

NCLB Goals – have to indicate which funding source will be used to meet those goals.

All goals must be budgeted.
Program Information
- Lists Specific Questions for the chosen application

Staff
- Instructional Staff
  - District Employee
  - Must Be Endorsed
- Non-Instructional Staff
  - District Employee

Equipment / Capital Outlay
- Operational Equipment
- Capital Outlay

Budget
- Budget Detail
- Budget Summary

Page Lock Control

• Instructional Staff
  • District Employee
  • Must Be Endorsed
• Non-Instructional Staff
  • District Employee
• Equipment / Capital Outlay
  • Operational Equipment
    • Budgeted in Object Code 400
    • Cost at least $1500 per unit
    • Cost less than $5000 per unit
  • Capital Outlay
    • Budgeted in Object Code 500
    • Cost more than $5000

• E/P is different!!!!
• Minor Building Modifications
  • 2 pages
  • Similar to Paper applications
  • Involvement of, and consultation with NDE Vocational Rehabilitation is required for all projects (Accessibility Standards). Contact Lilly Blase @ 402-471-6051 or e-mail to: lilly.blase@nebraska.gov
• Budget Detail contains Excess Cost limitation
Program Information

- If you plan to use funds from a specific program, you must answer the Program Information Questions
- Prior Year Response
  - may not have a prior year response (for example, the question is new this year)
  - 2500 Character Limitation
List District Employees that are funded by the specified program. 
Instructional Staff must be endorsed.
List District Employees funded with the selected program.
Use the drop down to select type of staff. Examples are Clerical, Sign Language Interpreter, Speech/Language Therapist.

Other is an option. If you choose Other, you must specify in the “Specify Other” box.
Equipment is any instrument, machine, apparatus or set of articles that meets ALL of the following:
  a. Under normal conditions of use can be expected to last longer than a year,
  b. Does not lose its identity through fabrication or incorporation into a different or more complex unit,
  c. Is non-expendable (more feasible to repair the item than to replace),
  d. Retains its appearance and character through use,
  e. Is of significant value and, may be
  f. Small and attractive.


400. Supplies and Materials  Amounts paid for material items of an expendable nature of less than $5,000 per item that are consumed, worn out, or deteriorated by use; or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

500. Capital Outlay  Expenditures for equipment of $5,000 or more per item (fixed assets or additions to fixed assets). Include lease/purchase payments here under the appropriate object code.

Title I and SPED Consolidated require all items purchased with those funds must be inventoried. Supplies can be listed in bulk. For example, Office supplies instead of 1,200 pencils.
## Budget

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Base</th>
<th>Preschool</th>
<th>NonPublic</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 - Employee Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 - Purchased Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 - Supplies &amp; Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 - Computer Hardware / Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 - Travel / Professional Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Base
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (OT, OT, PT, Para, etc)
- Facility Costs (Preschool Only)

### E P
- Excess Cost
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (OT, OT, PT, Para, etc)
- Facility Costs
- Minor Building Modifications

### Preschool
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (OT, OT, PT, Para, etc)
- Facility Costs

### NonPublic
- Instruction
- Program Supervision
- Student Transportation
- Other Related Services (OT, OT, PT, Para, etc)
Budget Detail Example
Budget Summary

7/25/2012

Nebraska Department of Education
Assurances

- Can only be signed by the District Administrator
- Binding electronic signature
- Special Education Statement of Assurances
Amendment Description

- Only needed on Amendments
- Communication between the District and NDE on what is different than the prior application.

Select the programs that are amended by this amendment and provide details where requested.

1. Title I-A - Broad-spectrum
2. Title I-B - Special Education
3. Title I-C - Teacher Quality
4. Title II-D - Technology
5. Title III - LEP
6. Title III - Immigrant
7. Title IV - Safe and Drug Free
8. Title V - Innovative Programs
Submit

• Consistency Check  
  – Once run – locks the application  
  – Only the user that ran the CC can unlock the application
• Comments  
  – Comments to NDE  
  – Comments from NDE to the District
• Submit  
  – Data Entry submits to District Administrator  
  – District Administrator is the only one that can submit to NDE
Application History

- Shows the user ids and dates of the application
  - When it was submitted to NDE
  - When (if) it was returned by NDE
  - When (if) it was submitted back to NDE
  - When it was approved by the reviewer
  - When it was approved by the Leader
Once an application is submitted to NDE, each page is marked ‘Locked’ or ‘Final’. If the application is returned or an amendment is created, the page must be unlocked before it can be edited. Pages marked ‘Final’ cannot be edited. Green links indicate sections of pages. You can unlock the entire section or individual pages. Sections can be expanded by clicking on the green link. At the end of each program is a Page Lock Control that displays the pages only for that program. The Page Lock Control on the Umbrella level displays all of the pages for the entire Application. Further instructions are available by clicking on the “Instructions” link in the top right hand corner of the page.
Application Print

All pages will be checked - Uncheck the pages you do not want to print

NEBRASKA DEPARTMENT OF EDUCATION
Application Print

Unchecked pages will not print

7/25/2012

NEBRASKA DEPARTMENT OF EDUCATION
Application Print

7/25/2012

NEBRASKA DEPARTMENT OF EDUCATION
Application Print

For additional information please contact the Nebraska Department of Education.

Get Help

7/25/2012
Application Print

This process runs nightly AT 8:00 p.m. and a pdf document will be available the next day by hyperlink.
Financial Payments
Reports, Requests, and Final Closeouts
Switching sides
Payment Summary
The Payment Summary is a snapshot of the current status of payments and allocations.

Select "View Reimbursement Requests/Financial Reports" to create, view, and submit requests to Financial Services.
Financial Contact Information

This request has been submitted. No more updates will be saved.

First Name: [Input]
Last Name: [Input]
Phone: [Input]
Email Address: [Input]

The contact information on the Reimbursement Request or Report is pre-populated from the portal information. That means, that the person logged into the system will receive all system generated emails (such as approvals or disapprovals). It does not matter if you overwrite this information and save it, the person logged into the portal will still be the person receiving the emails.
Reimbursement Requests, Reports and Finals
Service Providers
IDEA Consolidated

http://www.education.ne.gov/FOS/GrantsManagementSystem/SPED
IDFA_SFSP_instructions_reimbursement_request.pdf
Consolidated requests

You can submit consolidated requests for more than one program.

When submitting a consolidated request, any program that is on hold for any reason, will automatically hold all other programs in the request. That means, that if you have combined all programs in one request, if there is a question on Title IID, you will not be paid for any of the other programs until the issue is resolved.
No excess CASH ON HAND!!!
Final Closeouts

You can create a Final at ANY time!

You are encouraged to create and submit a final closeout once the district has fully expended funds. This will speed up end of the year processing for Financial Services and will ensure quicker turn times so you get your funds faster.
Notes

• System Time out is 20 minutes
  – Save Often!!!!
  – New Timeout Warning Message
• If you receive an error on the page THE PAGE WILL NOT SAVE
  – An error is in RED at the top of the page.
  – A Warning message also displays in RED, but will save your data
• You cannot claim Reimbursements until you have an approved application.

If you Time Out of the system, you may receive a Severity Level error. In order to log back in, you must close the window that you are in. Go back to the Portal Home Page, and log back in to the portal.

Once you hit the Save button on a page, if there is an error, it will display at the top. If you navigate away from the page, all of the data on that page will be lost.

Further program specific training will be available at a later date (most likely via technology).

The Payment System for this application is currently under development. Training will be available once it is complete.
Contacts & Links

Help Desk:
nde.helpdesk@nebraska.gov
Local: (402) 471 3151
Toll Free at: (888) 285-0556

NDE Portal: https://portal.education.ne.gov
NDE Website: http://www.education.ne.gov