



# Georgia Department of Education

## Division for Special Education Services and Supports

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Instructions for completing the application for  
GRANT FOR HIGH COST FUNDS



GEM Software Development, Inc

Kennebunk, Maine 04094

207 985-8802

[support@gemschoolsoftware.com](mailto:support@gemschoolsoftware.com)

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## Creating an Account and Logging In

To get started, enter <https://www.gahcf.org/> into the address bar of your browser. If you do not already have an account, click the link called: [CLICK HERE TO CREATE A NEW ACCOUNT](#).

## Create an Account

- On the Create Account page, select your school system from the drop-down menu on question 1.
- For questions 2 – 4 enter your contact information. Be sure to double check the email address entered to assure there are no extra spaces or typos.
- If you (the applicant) are also the Special Education Director for the school system, select 'Yes' for question number 5. You can then proceed to **CREATE ACCOUNT**.
- If you are not the Special Education Director for your school system, select 'NO' on question 5. You must then enter the name and email address for your Special Education Director before clicking **CREATE ACCOUNT**.
- If an account has already been created using the email address you entered, you will receive the following message: **An Account has already been created using this Email Address**. In this case you can proceed to login because you have already created an account. If you did not previously create an account with this email address or if you forgot your login and password, please email [support@gemschoolsoftware.com](mailto:support@gemschoolsoftware.com).

Once you click Create Account, a new login and password will appear on your screen and you will be sent an email with the account information as well. If you identified a Special Education Director other than yourself, they will also receive an email letting them know that the account has been created and they will be asked to review and certify the application when it is complete.

An account has been Successfully Created for Steven Douglas.

Use the following information to access the application:

**Login: NewIOgin**  
**Password: 123Ab45**

An email was sent to testing2@gemsoftwaredevelopment.com with this login information  
In addition, an email was sent to testing@gemsoftwaredevelopment.com with login information for approving applications when submitted.

[Return to Login Page](#)

## Logging In

Once your account has been created, you can log in and start your application. Enter your login and password in the spaces provided and click **Login**. Please keep in mind that both logins and passwords are case sensitive. So, if you have any capital letters in your login or password, they must be entered as capital letters.

### GRANT FOR HIGH COST FUND Georgia Department of Education Division for Special Education Services and Supports

A login and password are required to complete and submit an application using this web site.

[CLICK HERE TO CREATE A NEW ACCOUNT](#)

To access your account enter login and password below:

Login:	<input type="text"/>	Enter login and password here
Password:	<input type="password"/>	
	<input type="button" value="Login"/>	

The Login and Password ARE CASE SENSITIVE.

## Creating a New Application

After you log in, you will see a link to create a new application and a table that will enable you to navigate through and manage each application. Click on [Create New Application for High Cost Funds](#) to begin your first application. This will take you to the **Student Information** page.

[MENU](#) [RESOURCES](#) [LOG OUT](#)

Invoices for any contractual services and any IEP's that document the services and expenses must be included with the grant application. The expenses must occur in the current school year and funds must be spent by the end of the current school year or June 30th. This application is due no later than the close of the business day on March 1.

[Create New Application for High Cost Funds](#)

Click here to begin your first application.

#	STUDENT INFORMATION	COSTS & INVOICES	NARRATIVES	IEP	SUBMISSION	PRINT
Oak Valley School System is allowed a total of 10 applications.						

## Student Information Page

The top of the **Student Information** page is a gray section that contains the contact information you entered for yourself and for your Special Education Director (if other than yourself). This information cannot be edited at this point. If you notice a mistake, please contact [support@gemschoolsoftware.com](mailto:support@gemschoolsoftware.com).

Complete the rest of the form and click **POST/UPDATE** to save your work. If you need to make a change or fix an error for any section except the top gray section, you can do so at any time until you mark the application complete during the submission process.

Each page has fields that are required before the application can be submitted. All of the fields on this form are required except for a Second Disability and Parent/Guardian (2). However, if you enter a name for Parent/Guardian (2) you will be required to enter their contact information.

Once you are ready to leave the page, you can either choose to return to the Menu or go to the next page using the navigation links at the bottom of the page.

**Student Information for School Year 2018-2019**

Please Fill in All Required Fields	
School System: Oak Valley School System	
School System Contact Person: Barbara Billingsly	Special Education Director: Korbin Vincent
Contact Person Phone Number: 2079858802	Special Education Director Email: kpark@gemschoolsoftware.com
Contact Person Email Address: testing@gemschoolsoftware.com	← This information cannot be edited →
<input checked="" type="radio"/> Initial Grant <input type="radio"/> Continuation Grant	Ward of the State? Yes <input type="radio"/> No <input checked="" type="radio"/>
Student's Name First, Last: First name: <input type="text" value="Jamie"/> Last name: <input type="text" value="Johnson"/>	Student's Date of Birth: <input type="text" value="10/21/2011"/>
Student's Primary Disability: <input type="text" value="Speech and Language Impairment"/>	Secondary Disability: <input type="text"/>
Parent/Guardian (1): <input type="text" value="Amy Johnson"/> Relationship to Student (1): <input type="text" value="Mother"/> Street Address: <input type="text" value="123 Oak St"/> City/State/Zip: <input type="text" value="Atlanta, GA 45632"/> Phone: <input type="text"/>	Parent/Guardian (2): <input type="text" value="Adam Johnson"/> Relationship to Student (2): <input type="text" value="Father"/> Street Address: <input type="text"/> City/State/Zip: <input type="text"/> Phone: <input type="text"/>
You will not be able to submit the application until this page is complete.	
<input type="button" value="POST/UPDATE"/>	

## Menu & Application Table

Once you have entered the student's name on the Student Information form and click **Post/Update**, it will create a new row on the **Applications Table** on the **Menu**.

Each application will be organized by the student's last name. A unique Application ID will be created for each application and you will see the ID listed below the student name. If you click on the student's name, you will return to the Student Information page.

Each of the other application sections are accessible through the corresponding buttons in the application row. Sections that are not complete appear in red, so you will know instantly which sections and applications are not complete.

Each school system is allowed a certain number of applications per any given school year based on the October child count. The number of applications allowed for your school system is listed at the bottom of the Applications Table. You will not be able to create more applications than are allowed for your district.

[Create New Application for High Cost Funds](#)

Sections in Red are not complete.

#	STUDENT INFORMATION	COSTS & INVOICES	NARRATIVES	IEP	SUBMISSION	PRINT
1.	Johnson, Jamie ID: 21 Not Complete	Costs & Invoices Not Complete	Narratives Not Complete	IEP Not Complete	Submission Not Submitted	Print
2.	Morrison, Jude ID: 4 Not Complete	Costs & Invoices Not Complete	Narratives Not Complete	IEP Complete	Submission Not Submitted	Print

Oak Valley School System is allowed a total of 10 applications.

The # of applications allowed is listed at the bottom of the page.

### Cost Worksheet

PROVIDE THE SPECIFIC and/or PRORATED COST BREAKDOWN TO MEET THE UNIQUE NEEDS OF THIS HIGH COST CHILD. (Total cost of over \$27,000 should be used as the minimum to be considered in the application). **All services calculated for cost must be included in the student's IEP. ALL ITEMS MUST INCLUDE SPECIFIC, VERIFIABLE CHARGES.**

Enter the Category of Expenditure, Description of Service Provided and Amount under the category where you would like to detail your cost breakdown. When you click **Update** for the corresponding table, an additional blank row will be added to the table for any additional entries that you would like to add to that category. **When entering dollar amounts, please DO NOT use dollar signs or commas, or the dollar amounts may not calculate properly.** Continue this process until you have entered your entire cost breakdown for the student during the IEP period.

### COST WORKSHEET

PROVIDE THE SPECIFIC and/or PRORATED COST BREAKDOWN TO MEET THE UNIQUE NEEDS OF THIS HIGH COST CHILD. (Total cost of over \$27,000 should be used as the minimum to be considered in the application). **All services calculated for cost must be included in the student's IEP.**

**ALL ITEMS MUST INCLUDE SPECIFIC, VERIFIABLE CHARGES**

\*When entering dollar amounts, please DO NOT use dollar signs or commas. When you click Update for the corresponding table, an additional blank row will be added to the table for any additional entries that you would like to add to that category.

STUDENT NAME: Johnson, Jamie ID: 21

Please Fill in All Required Fields

SPECIAL ED SERVICES: (Ex- Teacher Costs, Materials/ Supplies specific to the child)		
Category of Expenditure	Description of Service Provided	Amount*
Staff	Special Education Teacher	75,842.00
	Total	\$ 75,842.00

Additional rows are created when you click Update.

Update Special Ed Services

Near the bottom of the **Cost Worksheet**, you will see the **Cost Worksheet Summary**. This table calculates the amount entered in the tables above. Three times the annual cost (#5 which is \$27,000) and any amount entered into the Third Party Funds table (#6) will be automatically deducted from the Total Cost of the Child (#4). The last line (line #4 minus line #5 and #6) is the **Total Allowable GHCF**. On the bottom of the table you must select State/Local and/or IDEA funds as the funding source the grant will reimburse and click **Update Funding Sources**.

COST WORKSHEET SUMMARY	
The amounts in this table are calculated automatically based on the amounts entered in the tables above.	
1. Special Education Services	\$ 75,842.00
2. Related Services	\$ 32,184.00
3. Other Costs	\$ 0.00
4. TOTAL COST of Child	\$ 108,026.00
5. Minus 3x annual cost	\$ -27,000
6. Minus Third Party Funds	\$ -35,682.00
<b>TOTAL Allowable GHCF (Line 4 minus line 5 and 6)</b>	<b>\$ 45,344.00</b>
For which funding source(s) will this grant reimburse, State/local and/or IDEA?	<input checked="" type="checkbox"/> State/Local <input checked="" type="checkbox"/> IDEA
<input type="button" value="Update Funding Sources"/>	

3x the annual cost (27,000) and 3rd Party Funds are automatically

### Upload of Supporting Documentation

If you have any invoices for any contractual services that document services and expenses for this grant application, you must select Yes, and upload a PDF copy of the invoices. If you do not have any invoices for contractual services, select No and click **Update Supporting Documentation**.

#### To upload a PDF:

1. Click the **Browse** button to navigate to the document on your computer
2. The document selected must be a PDF file
3. Click the **Open** button on your browser window
4. Click **Update Supporting Documentation** to upload your PDF file
5. The document will be renamed automatically
6. To delete a document and start over click the **DELETE** button
7. Click on the document name to view the uploaded file

#### Upload of Supporting Documentation

Invoices for any contractual services that document the services and expenses must be included with the grant application.

Are there any invoices for any contractual services that document the services and expenses for this grant application?  Yes  No

Upload Invoice PDF and Import into Application Data

C:\Users\kpark\\Desktop\ Browse...

Required documentation **MUST** be uploaded before the application can be submitted

#### Upload of Supporting Documentation

Invoices for any contractual services that document the services and expenses must be included with the grant application.

Are there any invoices for any contractual services that document the services and expenses for this grant application?  Yes  No

Upload Invoice PDF and Import into Application Data

Oak\_Vall\_1\_APP4\_INV\_402744.pdf Delete

Once the PDF has been uploaded, you can click on the link to view the document, or click Delete to remove the document and start over.

If you see a red warning message at the bottom of the page that says you will not be able to submit the page until it is complete, check to be sure: that you:

- answered No, or uploaded a PDF document after selecting Yes to the last question
- selected State/Local and or IDEA for the funding source
- included the category, description and amount for each row of your cost breakdown. (You do not need to include data in each section, but if you add the category and description you must also add the amount, etc.)

## Narratives for HCF Application

In the first table enter Prior Special Education Services, Interventions and Duration of Interventions. When you click Update Interventions, an additional blank row will be added to add additional services if needed.

**INITIAL APPLICATION:** Complete the following information to describe the prior programs, interventions and duration of interventions in which the student has participated.

**STUDENT NAME:** Morrison, Jude

Describe Prior Special Education Services	Intervention(s)	Duration of Intervention
Description of Special Ed services	These are the Interventions	01/01/2017 - 10/23/2017
Another special ed service	Additional interventions	6/1/2017 - 8/15/2017

[Update Interventions](#)

Answer all of the questions in the text boxes provided. Click **Update Narratives** to save your work. Be sure to answer all questions so that you do not receive a red warning message that the page is not complete and cannot be submitted.

**Will the plan result in a reduction of services in the future?**  
 If yes, describe the anticipated outcomes for the child as a result of this intensive intervention.  
 If no, describe the chronic nature of the child's disability.

describe the anticipated outcomes for the child as a result of this intensive intervention. describe the anticipated outcomes for the child as a result of this intensive intervention.

**Describe any specialized training to implement the plan for the high cost child?**  
 (Include training for staff, as well as, parents or caregivers)

[Update Narratives](#)

You will not be able to submit the application until this page is complete.

## IEP Upload

You must provide a copy of the student's current Individual Education Program (IEP) outlining the services for the high cost child. You may upload more than one IEP to cover the time period of this grant application. Each time you upload an IEP, a new blank row will be provided to upload an additional IEP. Please include the Start and End Dates for each IEP.



## To upload a PDF:

1. Enter the beginning and ending dates of the IEP and click **Update IEP Dates**
2. Click the **Browse** button to navigate to the document on your computer
3. The document selected must be a PDF file
4. Click the **Open** button on your browser window
5. Click **Update IEP** to upload your PDF file
6. The document will be renamed automatically
7. To delete a document and start over click the **DELETE** button
8. Click on the document name to view the uploaded file
9. Each time you upload an IEP a second IEP upload table will be available for additional IEPs

The screenshot shows two sections for IEP entries. The first section, 'IEP Entry 1:', has a 'Beginning Date' of 12/16/2016 and an 'Ending Date' of 12/16/2017. Below these dates is an 'Update IEP Dates' button. Underneath is a list of documents, with one entry: 'Oak\_Valley\_1\_APP3\_IEP\_761297.pdf' followed by a 'Delete' link. A red callout bubble points to this entry with the text: 'Once the IEP is uploaded, click the file name to view or Delete to delete.' The second section, 'IEP Entry 2:', has empty 'Beginning Date' and 'Ending Date' fields. Below them is an 'Add IEP Dates' button. Underneath is an 'IEP Document:' label, a 'Browse...' button, and an 'Upload IEP' button. A red callout bubble points to the 'Browse...' button with the text: 'Browse to the IEP on your computer, then click Upload IEP'. Another red callout bubble points to the 'Add IEP Dates' button with the text: 'Add dates then click Add IEP Dates'.

## Submission and Marking Complete

Before each application can be submitted, it must be marked complete. If any pages are not complete, you will see a list of the pages that are incomplete when you navigate to the **Submission** page. You can access the pages by clicking on the links

The screenshot shows the 'SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS' page. At the top, it says 'You are logged in as: Barbara Billingsly, Oak Valley School System' with links for 'MENU', 'RESOURCES', and 'LOG OUT'. Below this, it says 'This application is for: Morrison, Jude: Application ID 4'. A red message states: 'This application is not ready to be marked complete. Cost Recovery is not complete. Narratives are not complete'. A red callout bubble points to the 'Narratives are not complete' text with the text: 'Click the links to access the incomplete pages.' Below the message is a 'Print Application' button. At the bottom, there is a blue navigation bar with 'BACK: IEP', 'MENU', and 'PRINT' links.

You can also look at the table on the Menu to see which pages are complete and access the pages by clicking on the corresponding buttons.

Once you have completed all of the pages of the application and have navigated to the **Submission** page, you will be asked to enter your password to certify (as the applicant) that the application is accurate and complete. Once you enter your password and click **Mark Complete**, an email will be sent to the Special Education Director that you identified when you created this account.

**The Special Education Director has to certify the application before it will be submitted to GaDOE for review.**

## SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

This application is for: Morrison, Jude: Application ID 4

Required sections of this application appear complete and it can be submitted electronically. However, the applicant must determine that the application is complete and accurate. Once the application has been marked complete, an email will be sent to the Special Education Director, Hugh Beaumont, [testing@gemschoolsoftware.com](mailto:testing@gemschoolsoftware.com) with instructions on how to certify and submit the application to GaDOE for review. This application is due no later than 5:00 PM on March 1, 2018.

I, Barbara Billingsly certify all pages of this application complete.

Enter Password:

Mark Complete

Enter the password you used to log in. And click Mark Complete.

*The application will be locked to any changes at this point. You will still be able to access the pages of the application, and print the entire application, but you will no longer be able to make any changes.*

You are logged in as: Barbara Billingsly, Oak Valley School System

MENU RESOURCES LOG OUT

This Application has been Marked Complete and the page is **LOCKED TO CHANGES**

You will receive a confirmation message that the email has been sent to the Special Education director, but you may want to confirm with them that it was received and it is not in their junk mail folder. If they did not receive it, you can click **Resend Notification Email** at any time.

## SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS

This application is for: Morrison, Jude: Application ID 4

An email has been sent to Hugh Beaumont at [testing@gemschoolsoftware.com](mailto:testing@gemschoolsoftware.com) with directions for certification. Please check with Hugh Beaumont to assure the email has been received. This application will not be submitted to GaDOE until it has been certified.

Resend Notification Email

Print Application

### Special Education Director Certification/Submission

The application **will not be submitted** to the GaDOE for review until it has been certified by the Special Education Director.

Each time an application has been marked complete by the applicant, an email will be automatically sent to the Special Education Director with instructions on how to log in and certify the application.

*If you are the applicant **AND** the Special Education Director, you will use the same password to certify/submit the application that you used to mark the application complete. You do not need to log out and back in to complete this process.*

The email that you will receive as the Special Education Director will contain a link to the application site, a login, a password and the ID of the application that has been completed.

- Click on the link to application website and enter your login and password.
- If your district has more than one application, locate the Application ID (from your email) in the **Student Information** column of the table on the first page. (In the example below we are looking for ID:4).
- In the same row of the identified ID# on the right you will see the **Submission** column. If the application has been marked complete, it will say **Awaiting Director Certification** in red. Click **Submission**.

\*\*\*If your school system has several applications, you can click on **Submission** for each application that says **Awaiting Director Certification** and continue with the certification process. You do not need to wait for each email or log in/out for each application.

#	STUDENT INFORMATION	COSTS & INVOICES	NARRATIVES	IEP	SUBMISSION	PRINT
1.	<a href="#">Johnson, Jamie</a> ID: 21 Not Complete	Costs & Invoices Not Complete	Narratives Not Complete	IEP Not Complete	Submission Not Submitted	Print
2.	<a href="#">Morrison, Jude</a> ID: 4 Complete	Costs & Invoices Complete	Narratives Complete	IEP Complete	Submission Awaiting Director Certification	Print
3.	<a href="#">Rogers, Laura</a> ID: 20 Complete	Costs & Invoices Complete	Narratives Complete	IEP Complete	Submission Certified & Submitted	Print

- On the Submission page, you can click Print Application to review the entire application.
- Enter the password you used to log in as your electronic signature to certify and submit the application. Click Submit Application to DOE for Review.

**SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS**

This application is for: Morrison, Jude: Application ID 4

I, Hugh Beaumont, certify that this application is complete and accurate. I agree to use my password as my electronic signature to submit this application to the GaDOE for review.

Enter Password/Electronic Signature:

Enter the signature you used to log in here.

- Once the application has been certified and submitted it will be sent to GaDOE for review and you will receive a confirmation message.

**SUBMISSION OF THE APPLICATION OF HIGH COST FUNDS**

This application is for: Morrison, Jude: Application ID 4

This application has been certified by the Special Education Director and has been submitted to the GaDOE for review.