

EI Office Hours

January 26, 2025



MIKE DEWINE
GOVERNOR OF OHIO



RESOLUTION

Moving Forward Together

Lessons learned through a year of change

Creativity in meeting complex and evolving needs

Stronger collaboration across counties and providers

A continued focus on family-centered, evidence-based practice

A shared commitment to quality Early Intervention for children and families

AGENDA

EI Updates

- Policy and Monitoring
- Professional Development
- TA and Training
- System of Payment/Assistive Technology
- Grants, Contracts, Fiscal
- We'll open the floor for questions and look forward to a thoughtful conversations.

UPDATES



POLICY/MONITORING

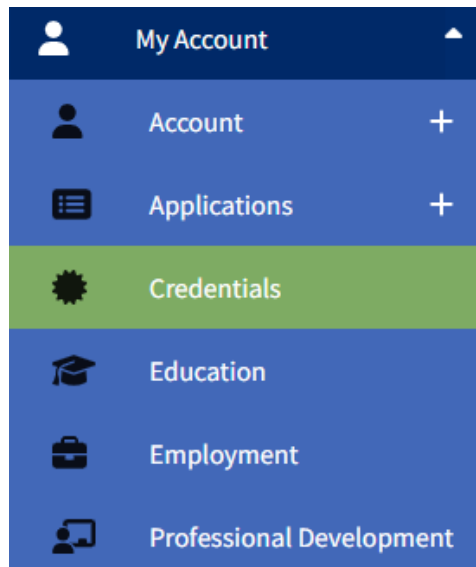
UPDATES



PROFESSIONAL
DEVELOPMENT

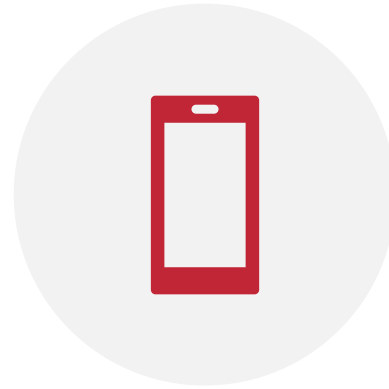
EISC CREDENTIALING UPDATE

- EISC credential extension period coming to an end in the New Year.
- Check your EISC Credential expiration date in the “Credentials” tab of your OPR profile.



- Transition Credentials
 - Next renewal will be issued a 5 Year EISC or 5 Year EISC Supervisor.
 - Training requirements can be found on Page 3 of [EISC Training Requirements document](#).
- Individuals with 1 Year or Transition credential may apply for 5 Year credential as soon as they meet requirements.
- These instructions/reminders will go out to the entire field by the end of the year.

UPDATES



TA AND TRAINING

SYSTEM OF PAYMENT

- Assistive Technology
- There are currently four approved vendors available to support Assistive Technology orders.
- All COG requests are submitted through the Microsoft Forms process.
- Lindsay Morrison is available to assist with questions related to submissions or vendor coordination.

GRANTS



GMS



EXPENSES



AMENDMENTS

DCY's Grants Management System (GMS) Portal Preview of Grantee Webinar Training

January 26, 2026




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AGENDA






DCY's Grants Management System (GMS) Portal Preview of Grantee Webinar

- 1 | Introduction
- 2 | DCY GMS Portal Overview
- 3 | Demo #1: Grantee Account Set Up Demo
- 4 | Demo #2: DCY GMS Portal Access & Navigation
- 5 | Applying to a Grant in the DCY GMS Portal
- 6 | Next Steps and Preparation for Launch of the DCY GMS Portal

 **We will take questions at the end of today's webinar**

Please write down your questions as we move through the material – we will have time dedicated for Q&A at the end of the session!

At the end of this training, participants should:

-  Know what DCY GMS Portal is—its goals, benefits, and timeline, and what its launch means to you.
-  Be able to set up their grantee account in the DCY GMS portal.
-  Be able to access, navigate, and complete key actions in DCY GMS Portal.
-  Know how to apply to an RFGA Grant in the DCY GMS Portal.
-  Understand the next steps and requirements to prepare for the launch of the DCY GMS Portal.

Overview of DCY GMS Portal Grantee Webinar Demonstrations

OVERVIEW OF DCY GMS PORTAL DEMOS

The rest of the webinar will offer a step-by-step walkthrough and live demonstration of how to set up, access, navigate, and complete key actions in the DCY GMS Portal.

Upcoming Demos

1

Grantee Account Setup

Overview of how to set up your Grantee account in the DCY GMS Portal.

2

DCY GMS Portal Access and Navigation

How to access and navigate the DCY GMS Portal and its key features.

KEY DCY GMS PORTAL TERMS TO KNOW AS A GRANTEE

Key DCY GMS terms every Grantee should know to confidently navigate the DCY GMS Portal.

GMS TERM	DESCRIPTION
Account Profile	An Account Profile contains the agency/organization's account information and the individual contacts or users that are related to the account.
Account Status	The Account Status (such as Pending, Approved, or Rejected) controls the requesting user's registration access.
Expense Report	An expense report is submitted as a request of funds, which results in the funding disbursement.
Funding Disbursement	A funding disbursement refers to the release or transfer of grant funds to a recipient. This disbursement is typically linked to an expense report, which documents and justifies the recipient's use of the funds, supporting compliance and accountability within the grant lifecycle
Grant Management System (GMS) Portal	The DCY GMS Portal is a platform designed for Grantees, Agreement Managers (AMs), the Procurement Team, and other external stakeholders to access and manage grant information.
Primary Users	<ul style="list-style-type: none">• Primary User and Secondary User are two of the most important terms to know when navigating and using the DCY GMS Portal.
Secondary Users	<ul style="list-style-type: none">• All DCY GMS Portal users are identified as a Primary User or Secondary User. This designation is important because it determines the level of access they have and their roles and responsibilities within the system.
Agency vs. Organization	The DCY GMS Portal uses both organization and agency to refer to a Grantee depending on the screen. These are largely interchangeable terms, and you will see 'agency/organization' in our instructions where only one of the terms is used in the portal.

DEEP DIVE ON PRIMARY USERS VS SECONDARY USERS

Primary User and Secondary User are two of the most important terms to know when navigating and using the DCY GMS Portal. The following outlines the high-level differences and similarities.

All DCY GMS Portal users are identified as a **Primary User** or **Secondary User**. This impacts the level of access they have and their roles and responsibilities within the system.*

Primary User Only	Secondary User Only	Primary & Secondary User
<ul style="list-style-type: none"> Register their agency/organization in the DCY GMS Portal Can edit their organization profile Add new Primary and Secondary Users for their organization Enable users at their agency/organization to have DCY GMS Portal access Withdraw an application Submit applications Withdraw applications Submit Expense Reports 	<ul style="list-style-type: none"> Have more limited permissions View grants Only view and edit access only for applications Only view and edit access for expense reports 	<ul style="list-style-type: none"> Upload files to their organization profile View grants Access the DCY GMS Portal Receive Notification emails Register via the Public Portal Submit required agency forms

*This does not include all levels of access, roles and responsibilities for primary and secondary users.

Grantee Account Set Up

BEFORE YOU BEGIN | GRANTEE ACCOUNT SET UP

To create a Grantee Account in the DCY GMS Portal, users must first create an OH|ID account .

Every user must have their own OH|ID account.*

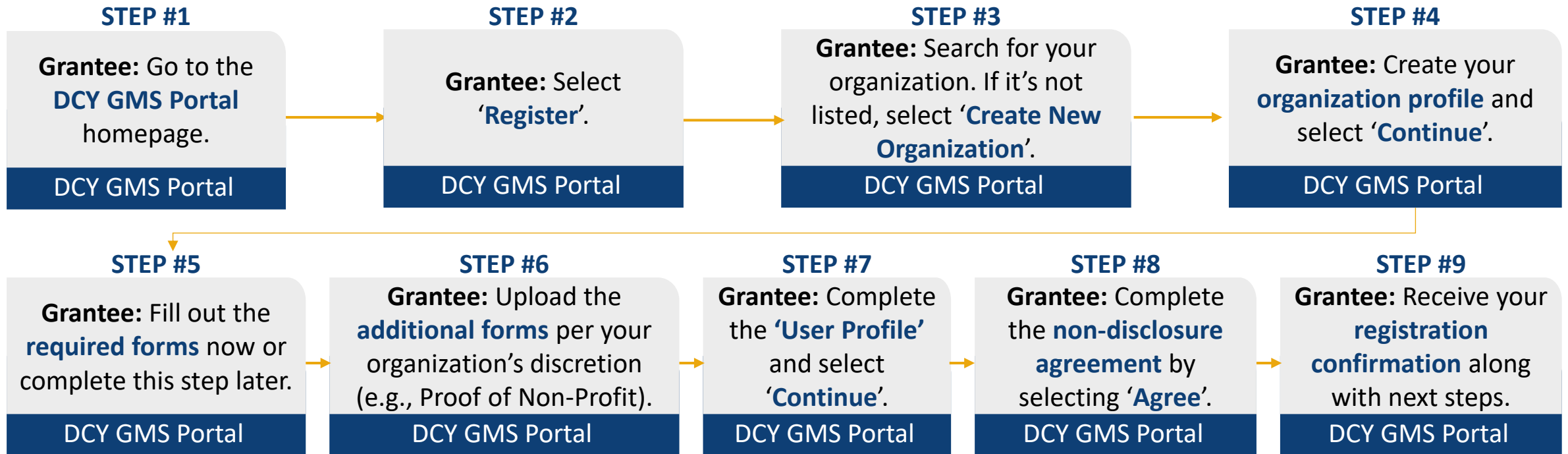
If you do not have an OH|ID Account, you will need to create one. Your OH|ID account will connect to your Grantee Account in the DCY GMS. To do this you can follow the instructions provided in the [Getting Started with OHID guide](#) or [click here to create your OH|ID account](#) now.



Please note: If you have an existing OH|ID username that starts with a number, it can be used to log into the DCY GMS Portal. If your OH|ID username is your email address, you must create a new OH|ID, following the instructions linked above, to log into the DCY GMS Portal.

OVERVIEW | GRANTEE ACCOUNT SET UP

To access and use the DCY GMS Portal, grantees must first create an account. Below is an overview of the account setup process for grantees who do not already have an account.



DCY GMS Portal Reminders

After you receive confirmation that your agency/organization's registration and grantee account has been approved, your account will be active, and you will be designated as your agency/organization's **primary user**.

GRANTEE ACCOUNT SETUP DEMO | WHAT YOU WILL SEE

The forthcoming live demo will cover the below action.

Grantee Account Setup

Demonstrate how to navigate to, create, and register a DCY GMS Portal Grantee Account.

DCY GMS Portal Access & Navigation

LOGGING INTO DCY GMS PORTAL

- 1) Once you complete the Account Set Up steps, you will receive a confirmation email from noreply@salesforce.com that contains a link to the GMS Portal for login.
- 2) Enter your OH|ID and the password you use to set up your OH|ID.
- 3) Click “Log In”

OHID
Ohio's Digital Identity.
One State. One Account.
Register once, use across many State of Ohio websites

Create account

Log In

OHID

Password

Log in

Forgot your OHID or password?

KEY ACCESS & NAVIGATION TOPICS

The demo for DCY GMS Portal Access & Navigation actions will cover the below actions.

- 1 **Navigation Banner:** Home, Browse Grants, My Applications, My Awards, My Agency Profile, Reports, Notification Center, and Account Dropdown.
- 2 **Overview of Agency Profile:** Navigate to and edit an Agency Profile.
- 3 **Manager Users:** Add and remove additional Primary and Secondary Users to an organization's Account Profile.

ACCESS & NAVIGATION DEMO | WHAT YOU WILL SEE

The forthcoming live demo will cover the below action.

Accessing & Navigating DCY GMS Portal

Demonstrate how to navigate the DCY GMS Portal, view and edit an organization's Account Profile, and add and remove users to an organization's Account Profile.

Questions?

REMINDERS

- Mid-Year Report
 - POSC3 Reminder
- Expense Reports

COMING SOON

- Allocation Table
- Amendments

EI OFFICE HOUR-

- EI Exchange
- EI Essentials
- Engaging EI
- EI Breakfast Club
- Stop by EI

