



Department of Developmental Disabilities
Division of Information Technology Services

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EIGS Budget Data

User Guide

November 19, 2020

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Division of Information Technology Services
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Accessing the Application

To access the Early Intervention Grant System (EIGS), go to the **DODD Portal** at dodd.ohio.gov and click the silhouette icon.



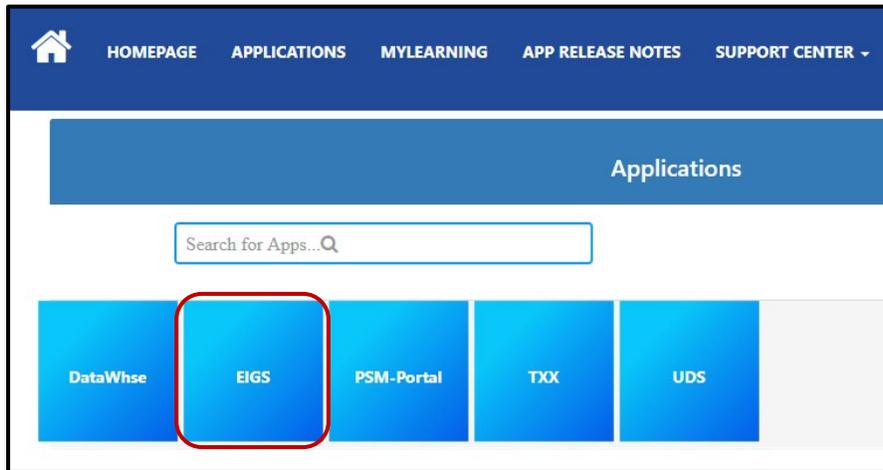
1. Enter your OH|ID **User ID** and **Password** and click **Log In**.

2. Click **CONTINUE**. *If the account you are using is not your primary account, select **Continue with Another Existing Profile** and choose the applicable secondary account.*

3. Click **APPLICATIONS** located at the top of your screen.

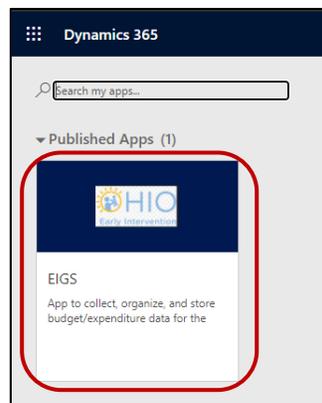


4. Click the **EIGS** tile.



You may need to disable pop-up blockers for the application to load.

5. Prior to launching EIGS, a screen will appear listing all the **Published Apps** your user profile has access to view. Click on the **EIGS** app to open.



Navigating the Dashboard

When you first open the EIGS application, you will see the Dashboard. It will show your current budget and its status. The budget's status will begin as **In Progress**.

1. You may also use the drop-down menus to select a budget from a previous year. Click **View** to see the new selection.

County	Status	Budget Amount	Allocation Amount
ADAM	Approved	\$ 500,000.00	\$ 500,000.00

2. You will also see the total **Budget Amount**. This represents any budget information that has been saved in the system. The **Allocation Amount** is determined by formula and is entered by DODD when budgets are created each year. The **Budget Amount** cannot exceed the **Allocation Amount**.

To edit the budget, click **View**.

County	Status	Budget Amount	Allocation Amount
View	Approved	\$ 500,000.00	\$ 500,000.00

Entering Data in a Budget Form (as a County Data User)

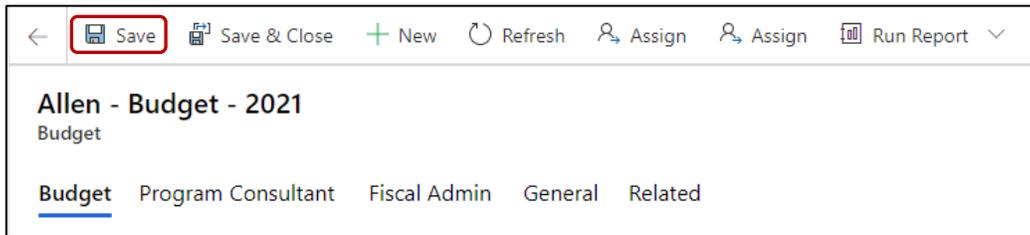
1. To enter data in the budget form, click on an empty field and enter the desired amount. Click outside the field or hit **Enter** to keep your changes.



If a field has a lock symbol, the field is locked, and data cannot be changed.

2. To delete or change data in a field, click that field and hit **Delete** on your keyboard or enter a new amount.

- To save your progress and continue working, click **Save**.



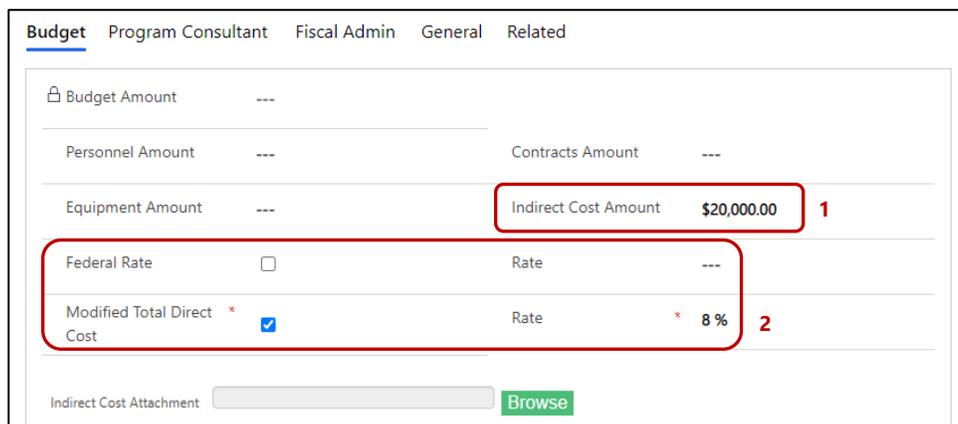
Clicking **Save & Close** will save your progress and exit the budget. This will also update your budget amount automatically.

- To enter the budget amounts for the budget categories of personnel, contracts, and equipment, simply enter the value in the corresponding field.



Entering Indirect Costs (as a County Data User)

- Enter the amount in the **Indirect Cost Amount** field.
- You will be prompted to select the **Federal Rate** or **Modified Cost Rate**. Check the appropriate box to select the rate and then enter your value to the right.



3. If you budget for indirect costs, you will be required to upload additional documentation in EIGS before the budget can be submitted. Click **Browse** to upload the documentation.
 - a) For a **Federal Rate**, attach a PDF of the indirect cost approval letter.
 - b) For a **Modified Total Direct Cost** rate, upload the completed Exhibit B of the grant agreement in an Excel spreadsheet format.

Federal Rate	<input type="checkbox"/>	Rate	---
Modified Total Direct Cost	<input checked="" type="checkbox"/>	Rate	* 8 %
Indirect Cost Attachment		<input type="text"/>	Browse

4. Click **Save** to keep your progress.

Entering Other Direct Costs (as a County Data User)

1. To add other direct costs, click **+ New Other Direct Costs**. *This will add a line item below. If that line item already exists, you will receive an error.*

Other Direct Cost	---
Total Amount	---
+ New Other Direct Cost ⋮	
<input checked="" type="checkbox"/> Select Other Direct Cost ↑ ↓	Amount ↓
Created On ↓	



Before adding a new line item, click **Save** to be sure your information is up to date.

2. A new window will open.
Select the line item's category from the **Select Other Direct Cost** drop-down menu.

New Other Direct Cost

General

Budget * Allen - Budget - 2021

Select Other Direct Cost * --Select--

Amount * --Select--

--Select--

--Select--

Supplies

Travel

Training

Other

Utilities/Phone Service

Client Expense (Transportation Assistance)

3. Enter the **Amount**.
4. Click **Save & Close**. You will return to your budget. If you receive an error, simply refresh the page.

5. The new line item is now under the other direct costs section.
 - a) To change the amount of an item, double-click the record.

✓ Select Other Direct Cost ↑	Amount ↓	Created On ↓
✓ Training	\$500.00	11/10/2020 7:44 PM

- b) To delete an item, change its amount to zero. The line item won't disappear, but the amount will be zero.

- c) Click **Save & Close**. The total for all line items is automatically updated.

6. Click **Save** to keep your progress.

Marking a Budget Ready for Review (as a County Data User)

When you have finished entering your data, you can mark the budget as **Ready for Review** to allow your County Certification Supervisor to review and submit the budget.

1. Scroll down.

- You will see the **Ready For Review** field and a key icon. Click the field to change **Ready For Review** from **No** to **Yes**.

Budget Justification Attachment



If the Budget amount does not equal the Allocation amount, you will receive an error. To fix the error, return to the top of the budget to check the Allocation and Budget amounts. These values should match. Make any necessary changes and click **Save** to update the Budget amount.

Scroll down and change the **Ready For Review** field to **Yes**.

- At this time, the system will alert you that once marked **Ready for Review**, the budget will be locked and only a supervisor with the County Certification role can make changes. Click **Yes**.

Confirm Status ×

This will change the Budget status to 'Ready for Review' and the form will be locked!

Reviewing and Submitting a Budget (as a County Certification User)

As a County Certification User, your role is to review budgets and submit them to DODD for approval. The Dashboard is the same as the County Data User dashboard.

- Locate a budget with a status of **Ready for Review**.

County	Status	Budget Amount	Allocation Amount
View	Ready for Review	\$ 300,000.00	\$ 300,000.00

- Click **View**.
- Now, you can review all fields of the budget. If you need to make an adjustment to a field, scroll down to the **Ready For Review** field, and change the status from **Yes** to **No**. This puts the budget into the **In Progress** status.

A screenshot of a web form showing a dropdown menu for the 'Ready For Review' field. The dropdown is open, showing three options: 'Yes', 'No', and 'Yes'. The 'No' option is highlighted in blue, indicating it is the selected status.

- Click **Yes** when prompted. The budget is now unlocked, and you can make any changes.

A screenshot of a 'Confirm Status' dialog box. The text inside reads: 'This Action will change 'Ready to Review' to 'In Progress' and the form will be Unlocked for further changes!'. At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red border.

- Click **Save** to keep your changes. When finished, you can mark the budget as **Ready For Review** or submit it directly.



Before submitting the budget, you will need to upload supporting documents:

- All budgets must have a Program Narrative & Budget Summary along with other required grant documents (such as an updated Personnel Contact sheet).
- If you budgeted for indirect costs, you will need to upload the appropriate attachment as well.

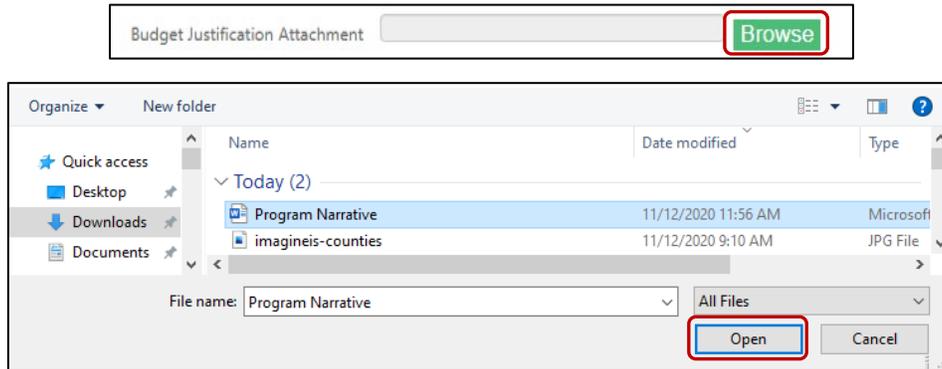
Attaching Documents

- To attach documents, the budget status must be **In Progress**. Scroll down to the **Ready For Review** field and change the status from **Yes** to **No** and click **Save**.

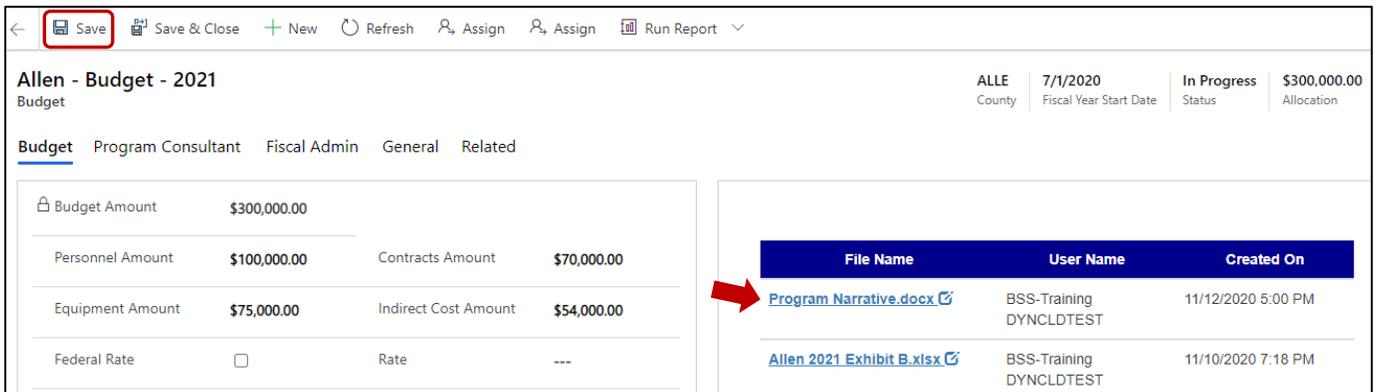
Program narratives, budget justifications, and required grant documentation should be uploaded to the **Budget Justification Attachment** section. Indirect cost documentation should be uploaded to the **Indirect Cost Attachment** section.

A screenshot showing two file upload fields. The first is labeled 'Budget Justification Attachment' and the second is labeled 'Indirect Cost Attachment'. Each field has a text input area and a green 'Browse' button to its right.

- To attach a document, click **Browse**, select your file, and click **Open**.

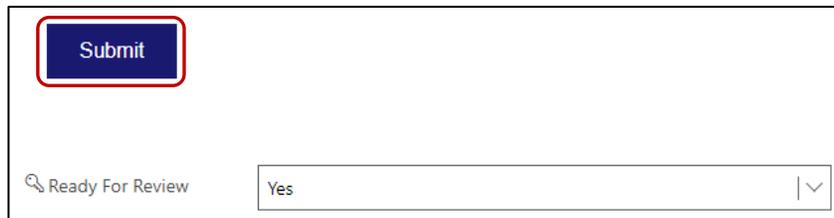


- The attachment will be listed to the right. Click **Save**.

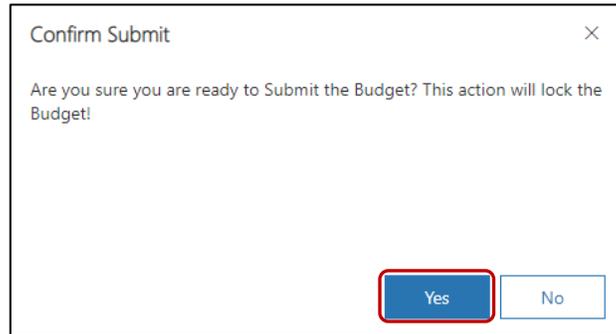


Submitting the Budget

- Scroll down.
- Click the blue **Submit** button.



3. Click **Yes**.



The status is now **Submitted** and is waiting for DODD approval.

4. Click **Dashboard** to see the budget and track progress.

A screenshot of the EIGS dashboard. On the left is a navigation menu with "Home", "Recent", "Pinned", "EIGS", "Dashboard" (highlighted with a red box), "Budget", and "Expenses". The main content area is titled "Allen - Budget - 2021" and shows a "Budget" tab selected. Below the tabs is a table of budget amounts:

Budget Amount	\$300,000.00		
Personnel Amount	\$100,000.00	Contracts Amount	\$70,000.00
Equipment Amount	\$75,000.00	Indirect Cost Amount	\$54,000.00

A screenshot of a "Budgets" table. At the top, there are dropdown menus for "ALLE" and "2021", and a "View" button. Below is a table with the following data:

County	Status	Budget Amount	Allocation Amount
View	Submitted	\$ 300,000.00	\$ 300,000.00