Safety Net Platform Submission Files and Naming Conventions

- General application documents
    - 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
    - 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.)

All applications are uploaded to the EGMS platform individually. The naming conventions listed above ensure we are able to access and review student documents.

Below 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.

📖 Overview   ⭐ Responsibilities   📎 Forms and Files   🕘 History   💬 Collab

▼ **Forms** ⓘ   ☰

▼ **Supporting Documents Checklist** ⓘ   ☰

▲ **Application Files**   Click 'Reset Table' under the menu icon to refresh the table's default values   **Add Files** ☰

Search... 🔍   ▼

Showing 1 to 15 of 15 records

Title ↓	Classification	File Extension	Description	Actions
Salmon-Creek-Expend.pdf	Expenditure Report	pdf	District's expenditure report	☁ 👁 ✏ 🗑
Salmon-Creek-Calendar.pdf	Other Supporting Documents	pdf	District calendar	☁ 👁 ✏ 🗑
Overlake-PO.pdf	Other Supporting Documents	pdf	NPA placement purchase order	☁ 👁 ✏ 🗑
Overlake-Invoices.pdf	Other Supporting Documents	pdf	NPA placement invoices	☁ 👁 ✏ 🗑
Overlake-Contract.pdf	Other Supporting Documents	pdf	NPA placement contract	☁ 👁 ✏ 🗑
Overlake-Calendar.pdf	Other Supporting Documents	pdf	NPA placement calendar	☁ 👁 ✏ 🗑
1234567890-Transportation-Calculator.	Other Supporting Documents	xlsx	1234567890	☁ 👁 ✏ 🗑
1234567890-SLP-PO.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-SLP-Invoices.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-SLP-Contract.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-Previous2.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-Previous1.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-Medicaid-Calculator.xlsx	Other Supporting Documents	xlsx	1234567890	☁ 👁 ✏ 🗑
1234567890-Current.pdf	Other Supporting Documents	pdf	1234567890	☁ 👁 ✏ 🗑
1234567890-Contractor-Calculator.xlsx	Other Supporting Documents	xlsx	1234567890	☁ 👁 ✏ 🗑

Total Records:15