2019-20
High-Cost Occurrences Funding

Section 24 of the Arkansas Department of Education Special Education and Related Services

Division of Elementary and Secondary Education
Catastrophic

Has a new name:

High-Cost Occurrences
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The High-Cost Occurrences Registry will open this year in MySped on December 1, 2019.

Student information for each student MUST be entered and saved in the High-Cost Occurrences Registry by the end of day February 6, 2020.

- Students CANNOT be entered after February 6, 2020.
- Projected costs and account codes may be entered at any time.
- Database will close February 6 and reopen February 15.

Each student listed in the High-Cost Occurrences Registry MUST have final costs entered and saved in the Registry and SUBMITTED by April 1, 2020.

- Final costs may be submitted any time after February 15, 2020.
  - These costs may be revised and saved as often as needed until April 1, 2020.
- After all has been completed, hit the SUBMIT button before April 1, 2020.
• Superintendent Certification for High-Cost Claims must be faxed to 501-682-4313 or mailed to SPED Finance by April 1, 2020.

• The Superintendent’s Certification shows the amount claimed and the date submitted for each High-Cost Student claim.
  • If either the amount or date submitted do not appear on the report, the submission for the Student claim for High-Cost is NOT complete!
    • The Submit Tab must be clicked first before it is officially submitted.
    • Check page 1 to see if it says “Successfully submitted”.
    • Once the Submit button has been hit, changes cannot be made.

• Do not submit IEPs for students unless requested.
Individual cases where costs associated with special education and related services required by an IEP are:

- Unduly expensive
- Extraordinary
- Beyond the normal and routine special education and related services
Funding

• Amount available for 2019-20 is $13,020,000
• Reimbursements are determined after all revenue offsets are applied which include:
  • Title VI-B per student average (varies for each district)
  • Medicaid Reimbursement- estimate for entire year
  • Other funds received (ESY, Third Party Liability, etc.)
• Grants and Data will preload the Title VI-B amount.
• Claims for preschool children must be submitted through the resident school district.
  • Districts/Co-ops with eligible children should contact Special Ed Finance.
• The district is responsible for 100% of amount up to $15,000 after adjusted for offsets.
• Reimbursement of High-Cost claims after offsets:
  • 100% >$15,000 to $65,000
  • 80% >65,000 up to a cap of $100,000 reimbursed
• Reimbursement for High-Cost claim amounts will be pro-rated if total requests for reimbursement exceed the amount of funds available in the High-Cost Occurrences fund.
Claim Review

• Submitting a claim does not ensure that the claim will be funded.

• IEP decisions for the provision of supports and services should not be based on the availability of High-Cost (or any other funds).

• Complete the High-Cost Occurrences Registry information found on MySped to justify request for High-Cost funding and SUBMIT the claim in the system.

• A sample of IEP and calculation evidence will be requested for review from each district at the time claims are processed.

• The SEU High-Cost Team will review all claims submitted for determination of funds.
Monitoring of High-Cost Records

• All High-Cost records including calculation evidence will need to be kept on file.
• Fiscal monitoring will include a review of High-Cost documentation during the district monitoring cycle.
  • Note: It will not be the same students that were selected during the claim review.
• The Monitoring and Program Effectiveness team may review High-Cost documentation and make classroom visits while on-site to verify claim documentation.
Required Medicaid questions are located at the top of the student main page, as well as explanations for Medicaid filing.

Medicaid questions verify that the district has exhausted all means of monetary support.

The demographic information and questions must be entered before the February 6 deadline.
  • If you make a mistake in the demographic information, you cannot make changes.
    • The student must be deleted and reentered.
    • This cannot be done after the February 6 closure date.
  • **Double check yourself for accuracy.**

On the main screen, a *Paraprofessional Verification Report* is available for districts to check accuracy.
Eligibility Criteria

High-Cost

2019-20
Eligibility Criteria for High-Cost Occurrences

- **$15,000 threshold**
  - 100% >$15,000-$65,000  80% >$65,000 with a maximum reimbursement of $100,000

- Teacher prorated by size/code of class: 1:15-1230, 1:10-1240, or 1:6-1250

- Only one classroom para prorated by size/code of class: 1:15, 1:10, or 1:6
  - This is only allowed if there is no individual para identified in the student's IEP.

- **Regardless of the actual number/count of students in the classroom, the account code ratio is used in the calculation of the teacher and para unless otherwise stated in the IEP.**

- A selection of IEP and calculation evidence will be requested for review from each district at the time the claims are processed.
Eligibility Criteria for High-Cost Occurrences

• A district is deemed eligible to apply for reimbursement for a High-Cost occurrence when the costs associated with an individual student, after offsets from other available revenue sources, exceeds $15,000.

• The costs must be incurred solely as a result of the provision of special education and related services to the individual student.
  • The services must be documented in the student’s IEP pages.
• Private Duty Nurse (PDN)

Private Duty Nursing services are those medically necessary services provided by a Registered Nurse and/or Licensed Practical Nurse under the direction of the recipient’s physician. Private Duty Nursing services may be covered for ventilator-dependent recipients when determined medically necessary and prescribed by a physician.

Other areas that meet the requirements of PDN are:

• Intravenous Drugs (e.g. chemotherapy, pain relief, or prolonged IV antibiotics);
• Respiratory – Tracheostomy or Oxygen Supplementation;
• Total Care Support for ADLs and close patient monitoring; and
• Hyperalimentation – parenteral or enteral.

• Personal Care Assistant (PCA)

Personal care services assist with a child’s daily living physical dependency needs. Routines and activities of daily living might include:

- Bathing
- Bladder and bowel requirements
- Dressing and eating
- Personal Hygiene
- Mobility and Ambulation
- Incidental housekeeping, laundry, shopping

The personal care assistant must be trained by a Registered Nurse in the specific areas needed to meet the needs of the student. The IEP should document the specific needs of the student, and PCA should be included in the related services section of the IEP.
Definitions

Paraprofessional (para)
A paraprofessional is a staff member other than a teacher who works directly with students with disabilities under the direct supervision of a teacher or other licensed professional, and who has received appropriate training pertaining to the tasks and activities he/she is asked to perform and who meets state-established qualification standards.

Teacher
- A Special Ed program code is required for all SPED teachers, function range
- 1200-1299. Specially designed instruction is designed to support the needs of students with disabilities as defined in the Individuals with Disabilities Education Act (IDEA).

**************************************************
The function code used in eFinance for the SPED teacher claimed establishes the student/teacher ratio to be used in descriptions and calculations within the High-Cost claim, regardless of the actual number of students in the classroom.
**************************************************
Eligible Costs Include
(if documented in student’s IEP pages)

The pro-rata share of
- Teacher whose primary assignment is the student (See previous slide)
- Paraprofessional whose primary assignment is the student
  - Only one para can be claimed per student
- Pro-rata share of the required 1:6 paraprofessional
  - Only one para can be claimed per student
- Speech language pathologist
- Physical therapist
- Occupational therapist
- Private duty nursing services (see definition)
- Personal care assistant (see definition)
- Specialized transportation aide
- Specialized transportation bus driver
- Training of staff
  - must be student specific and included in the IEP
  - only include the pro-rata share for the student
Eligible Costs Include
(if documented in student’s IEP pages)

- Specialized equipment
- Extended School Year (ESY) services (include the offset)
- Medicaid State Match (include the offset)
- Contracted services of a special day school facility including DDS-School Age Programs (*this is not day treatment)
- Any special education funding source (including Title VI-B)
- **Personal Care costs can be included if the personal care paraprofessional has received training required for Medicaid billing**
  
  Documentation of personal care assistant training must be submitted with IEP
- Paraprofessional or nurse’s cost associated with specialized transportation needs of the student can be included if documented on IEP pages
Once you have logged into MySped Resource with the district password, place the cursor over **Finance**. A drop down menu will display. Place the cursor over **High-Cost Occurrences Registry** and click **Claim Submission**.
High-Cost Occurrences Registry

- Student information from the previous year will appear in the registry.
- For new students, enter the student’s Last Name, First Name, SSN (last 4 digits), Primary Disability, Date of Birth, and Grade.
- The *Grand Total of Cost* and *Actual Claim* are automatically calculated on the main student record screen.
- *Total Offsets* for the student are entered after submission by the system.
- The *Grand Total* is a summarization of cost entries from the *Instructional, Related and Direct Cost screens*.
- The *Actual Claim* is the *Grand Total* minus *Total Offsets*.
- The *Actual Claim* is the amount that will be considered in the reimbursement process.
- Edit the list for corrections and delete any students who will not be claimed this year.
High-Cost Occurrences Registry

SCREEN: High-Cost Occurrences Registry
LEA: 9999  ADE - SPECIAL EDUCATION UNIT
MESSAGE:

- High-Cost opens for new FY on Dec 1st
- Add Student link is available from Dec 1st to Feb 6th only
- Demographics data is available for editing from Dec 1st to Feb 6th only
- High-Cost closes on Feb 6th with read ability; editing any data is not allowed

- High-Cost opens back on Feb 15th for claim submissions
- Only the students with Review Status 'Complete' or 'NEW' will be displayed on the High-Cost Student List after Feb 14th
- All the costs related data is available for editing from Dec 1st to April 1st (excluding Feb 7th to Feb 14th)
- Submit Claim feature is available from Feb 15th to April 1st only
- High-Cost closes on April 1st with read ability; editing any data is not allowed

- High-Cost is locked from Jul 15th to Nov 30th with display only of students list

Once a student registry has been edited or added, the review status will change to New or Complete

<table>
<thead>
<tr>
<th></th>
<th>First Name</th>
<th>SSN</th>
<th>Grand Total</th>
<th>Submission Date</th>
<th>Fund Approval</th>
<th>Fund Amount</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Test</td>
<td>1234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td>Test III</td>
<td>Test</td>
<td>4545</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NEW</td>
</tr>
<tr>
<td>Tim</td>
<td>Tom</td>
<td>0808</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
</tbody>
</table>
All questions at the top of the student main screen must be answered for a claim to be considered.

If the student has a personal care assistant (PCA), the PCA must be trained according to Medicaid guidelines and the district should be attempting to bill Medicaid.

**Requirement**
- The district will be required to submit documentation of the training if the training was provided by someone other than Medicaid in the Schools (MITS) staff.
- If the PCA is not trained, an explanation is required as to why the PCA has not received the training.
- The district should attempt to bill Medicaid for PCA.
These answers can be updated until Feb. 6
Registry

- Expenditure information only requires the four digit function code to be entered in the account code field.
Pro-ration of Staff

• Time calculation used for paraprofessionals and other staff must match the time written in the IEP.
  • Calculation used must be on file and submitted upon request.
  • Include in the comment section, the location of information on the IEP.
• The 4 digit function code must drive the calculation for prorating the teacher.
• If a student, whose placement is considered self-contained, is receiving services in the resource classroom, this must be explained in the comment section.
  • Self-Contained in the Resource Classroom may be pro rated at 6.67% (1:15) and must be explained in the comment section.
• The 4 digit function code must be a SPED code.
Example: Prorating Staff

• Districts can include pro rata share of self-contained teacher’s salary & benefits
  • SC 1:6 16.67% $X_______(Sal & Ben) =$______
  • SC 1:10 10.00% $X_______(Sal & Ben) =$______
  • SC 1:15 6.67% $X_______(Sal & Ben) =$______

Example: a) Special Class 1:10; Salary--$38,000 X .10 = $3,800; Benefits--$9,500 X .10 = $950.
  *Based on current year’s Cycle 4 report.

*Keep all calculation evidence on file.

Self-Contained in the Resource Classroom may be pro-rated at 6.67% (1:15) and must be stated in the comment section.
Example: Coding/Calculation

<table>
<thead>
<tr>
<th>Name</th>
<th>Function code</th>
<th>Salary $</th>
<th>Benefits $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Teacher</td>
<td>1240</td>
<td>7053.00</td>
<td>1763.00</td>
</tr>
<tr>
<td>Mrs. Para</td>
<td>1240</td>
<td>2338.60</td>
<td>584.60</td>
</tr>
</tbody>
</table>

Calculation for **example** above:

A) Teacher

Special Class 1:10. Salary $70,528 x 10%=$7,053. Benefits $17,632 x 10%= $1,763

B) Special Education Para

Special Ed Para to student ratio 1:10. Salary $23,386/10=$2338.60. Benefits $5,846/10=$584.60

*Regardless of the actual number/count of students in the classroom, the function code ratio is used in the calculation of the teacher and para unless otherwise stated in the IEP.*
In the comments section enter the location of the expenditure in the IEP.

**Do not** enter calculation breakdowns in the comment section. They must be kept on file and provided on request.

Any additional information regarding expenditures may be added in the section as well.
• Expenditures coded for Medicaid Match must include the Medicaid offset (*Offset is required unless description indicates that provider receives Medicaid reimbursement and claim does not include a cost for the services*).

• If related services such as PT, OT, and Speech are contracted and the district does not bill Medicaid, indicate under the Related Service Cost tab in comments.

• If the claim indicates that Medicaid has been billed, an offset must be entered or explanation included in comment section.
  • There should be an offset when Medicaid was collectable.

• Medicaid offset should be reasonable based on the other Medicaid information on the claim.

• **Estimate what should be received for the year**, not just what has been received at the time of submission.
Appropriate 4-digit APSCN/eFinance function codes MUST be used for ALL costs (except fringe benefits) included in the claim.

Funding from Medicaid, Third Party Liability, ESY, etc. MUST be attempted.

Description of services for each expenditure MUST be documented in the IEP and provided on request.

Description of how costs for each service were determined MUST be kept on file and provided on request.

Example: a) Speech Therapist provides one-to-one services for 20 minute sessions three times each week. Cost determined by multiplying ST hourly rate of $60 per hour times one hr. per wk. times 36 wks. The calculation is $60 X 1 X 36 = $2,160.
• Other offsets include: Medicaid, Third Party Liability, ESY, or other funding sources
  • Medicaid Offsets **must be entered** if Medicaid was billed. **Estimates for the remainder of the year must be included.**

• If a contractor bills and collects Medicaid for services, the district is still responsible for the **Medicaid Match**.
Ineligible Costs

High-Cost

2019-20
Ineligible Costs Include, but are Not Limited To

- Basic costs of the classroom, such as the maintenance and operation of the classroom
- Basic materials and supplies, such as food, diapers, gloves, wipes, Ensure
- Basic transportation, such as mileage and fuel
- Other routine and normal costs associated with the provision of special education and related services to children with disabilities
- Cafeteria prep time for special diets
- Administrative staff such as Principal, Vice-Principal, LEA Supervisor
- Cost of evaluation for determining if a student is eligible for special education services
The cost of a Residential facility
Expenditures claimed for entire amount of salaries & benefits of the teacher without indicating in the comment section that the teacher worked full-time to provide services on a one-to-one basis for the student
Expenditures coded to Fund/Source 2244 or 1244 (ESY) but not included in the ESY funds received as an offset
Offset is required
Medicaid offset if not reasonable with the other Medicaid information on the claim
Estimate what should be received for the entire year, not just what has been received at the time of submission
Ineligible Costs Include, but are Not Limited to

- Expenditures for the **entire salary & benefits** of paraprofessionals claimed for each student when more than one student was served

- Expenditures for the entire salary & benefits of paraprofessionals that were included in the instruction section and also included as a prorated share of salaries & benefits for personal care
Ineligible Costs Include, but are Not Limited to

- Expenditures for Substitute teachers or Sub-Teach
- Expenditures for Adaptive PE, Art, or other Specials
- Expenditures for Medicaid billing services
- Expenditures for construction, renovation, repair, and ADA access
- Expenditures for training that are not student specific and/or not included in the IEP
Common Mistakes

• Failure to include correct social security number for student or failure to record correct name of student
• Failure to check that the name on the IEP is the same as the student MySped
• Failure to indicate whether the special class was self-contained 1:6; 1:10; 1:15; the number of paraprofessionals in the classroom; or the student to paraprofessional ratio for paraprofessionals
• Failure to indicate how the cost claimed was determined
• Failure to have correct classroom function code
• Failure to indicate that attempts had been made to obtain Medicaid or other Third Party Insurance and an explanation in the comment section provided
Common Mistakes

- Failure to check time for the Para across several students
- Function codes do not match classroom description/calculation
- Using number of students in class for pro-rating teacher instead of classroom service type specified by account code
- Not estimating Medicaid/Medicaid State Match for the entire year
- Supports/services not documented in IEP pages
- Claiming the same para on multiple students without pro-rating the salary
- Superintendent’s Certification sent before all claims were completed in the system
IEP Documentation

High-Cost
2019-20
What to Document in the IEP

- All supports and services claimed for High-Cost must be documented on the IEP pages in order to be considered.
- If requested, the IEP and calculation evidence must be submitted that supports the requested expenditures for the current year.
- If more than one IEP was used throughout the year, submit all IEPs.
Examples:

• Related services
• Need for specialized equipment
• Need for Assistive Technology, including Augmentative Communication Devices
• Need for student-specific, specialized professional development
• Extra staffing services: personal care, one-to-one paraprofessional etc.
• Need for specialized transportation and transportation para
• Need for specific supports for specialized transportation
Do specify the amount/times for staffing services provided

- personal care minutes/hours
- paraprofessional and/or bus aide supervision minutes/hours
- minutes of related services

Not required to use brand names in IEP or specific devices

- Districts may document an Augmentative Communication Device without specifying an iPad or Vanguard, etc.
- Districts may document de-escalation and restraint training without specifying PCM, CPI, etc.
• Districts will need to document specific details about specialized transportation services in the student profile or another section of the IEP.

• Most IEP teams document the specialized transportation service under related services.
  • Information should be provided in an additional section concerning any specialized transportation needs (e.g., staffing or equipment)
  • Prorate the driver and bus paraprofessional
What to Send if the IEP and Calculation Evidence is Requested

• The IEP pages that were listed in the comment section of the claim as well as the student information page are the only pages that will need to be sent. Please be aware expenditures will not be allowed if the proper location of the expenditure is not identified.

• It is not required that calculation evidence to be typed but it must be legible and self explanatory.

• Please note your LEA # on the front page of each IEP.

• Please **do not** send the entire IEP.
Prior to Submission

High-Cost
2019-20
Points to Ponder Prior to Submission

• Ensure the IEP includes services that are provided and included on the student’s High-Cost Registry claim.

• Verify with the district business office that the 4-digit eFinance function code entered in the Registry matches the function code used in eFinance and is the correct function code for the specific class (i.e., 1:6 is function code 1250).

• Verify the student name and I.D. number entered in the Registry matches the student’s name shown on the IEP (no nicknames).
Points to Ponder Prior to Submission

• Confirm attempts have been made to obtain Medicaid, Third Party Liability, ESY, or other funding sources.
• Confirm that the training and/or certification of paraprofessionals providing personal care to students meets the required training for Medicaid Reimbursement.
  • Send documentation of training.
• Explain under related services if Medicaid State Match is included, but no services are listed (contractor does own billing).
• Put LEA # on front page of each IEP before submitting.
Districts have the ability to pull a verification of paras entered for all student claims. This is a valuable tool for checking accuracy before submitting - located on the main Registry screen.
Paraprofessional Verification Report

ADE Special Education Unit
Paraprofessional Verification Report

Note: Please verify the paraprofessional information on this report and make corrections in the catastrophic application if needed. Check this report again after making any corrections.

Report Date: 1/3/2020 at 7:52:47 AM
Fiscal Year: 2019/20

<table>
<thead>
<tr>
<th>#</th>
<th>Student Name</th>
<th>Paraprofessional Name</th>
<th>Ratio</th>
<th>A/C Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mary Berry</td>
<td>Cindy Lou Who</td>
<td>1:10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>John Doe</td>
<td>Jane Smith</td>
<td>1:1</td>
<td></td>
</tr>
</tbody>
</table>

Report Summary for LEA 9999 (FY: 2019/20)
Distinct count of catastrophic students: 2
Distinct count of paraprofessionals: 2
Mailing IEPs and Calculation Evidence

- DO NOT e-mail the IEPs.
- Districts will need to send designated pages of the IEP and Calculation Evidence for each Eligible Student to the Special Education Unit via **regular mail**.
- Please mail the forms to:
  
  **DESE Special Education Unit**
  
  **Attn: High-Cost Funding**
  
  **1401 West Capitol, Suite 450**
  
  **Little Rock, AR 72201**
Submit questions to Tanya Powell via email:
Tanya.Powell@arkansas.gov

More information is on the Special Education website
https://arksped.k12.ar.us/FundingAndFinance/High-CostOccurences. html