



Agenda

- 1:00 Introductions and ZOOM Webinar reminders
- 1:05 Catastrophic Submission and Fiscal Monitoring Risk Assessment
- 1:50 Answer questions

Future Calls

- The monthly call topics will be on the special education website under the “Monthly TA Call” tab
- Please submit topics or questions for future calls on our website
- Future calls will be held on the second Friday of each month from 1:00 p.m. – 2:00 p.m. (a reminder email will be sent monthly)

Webinar Reminders

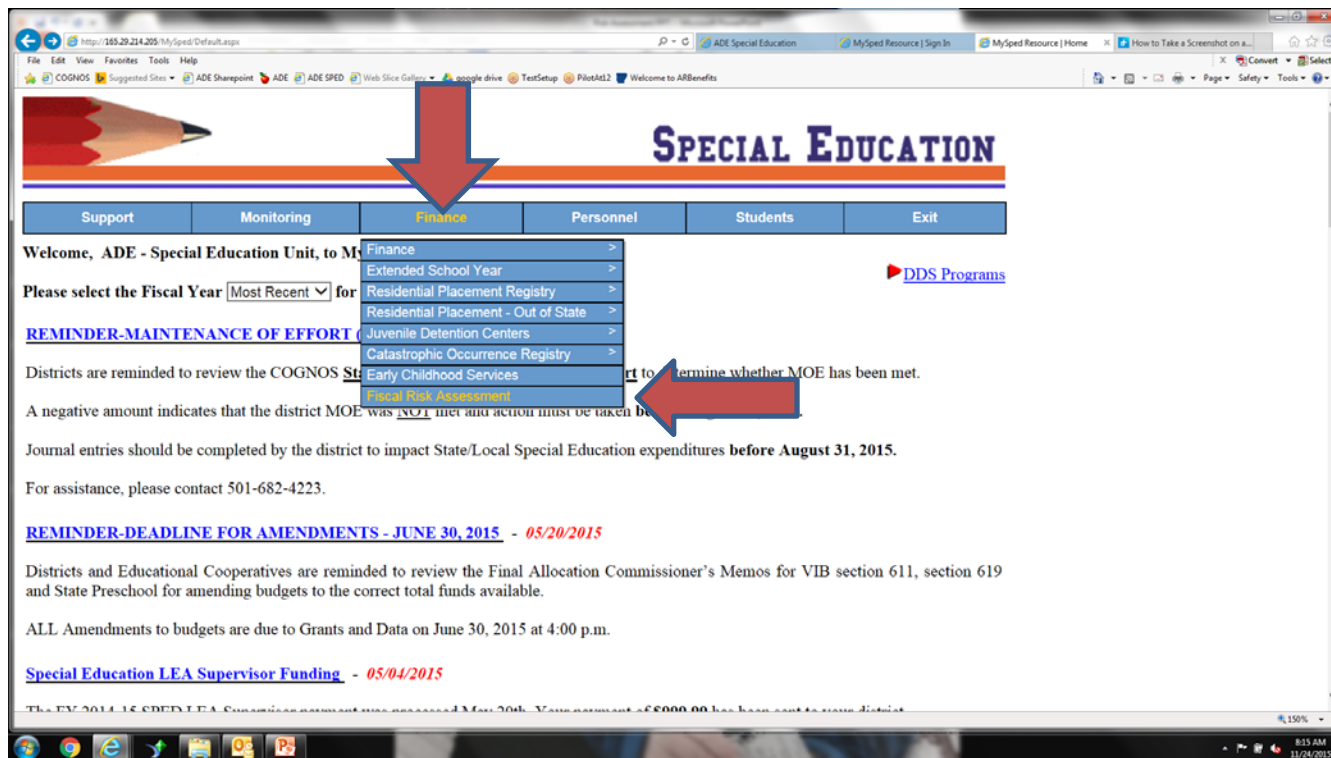
- If you have questions during the webinar, please ask them by clicking on the question button.
- If you are experiencing any technical difficulties, please let us know by clicking on the chat button.
- You can see and hear us, but we are not able to see or hear you

Risk Assessment
Extended Due Date
January 11, 2016

Risk Assessment for Subgrantee's Use
of IDEA Part B Funds

Finance Tab

Under the Finance Tab, click on Fiscal Risk Assessment



Scoring guidelines and Fiscal Monitoring Protocol for the Risk Assessment are available on **Commissioner's Memo LS-16-033**.

Excess Cost Calculation (AFR)

LEA #/District: _____ Fiscal Year _____

Grade Allocations for 3rd Quarter ADM for Year of AFR and Dec. 1st Child Count for current year

Elementary K-6 _____ 400 _____ Secondary 7-12 _____ 1000 _____

ALL STUDENTS IN DISTRICT ←

Elementary Dec. 1 Child Count: # _____ 48 _____ Secondary Dec. 1 Child Count: # _____ 112 _____

SPED STUDENTS ONLY

Expenditure Allocation by Location (Elementary & Secondary)

Location Code	Location Name	Elementary Allocation (%)	Number of Elementary Students	Secondary Allocation (%)	Number of Secondary Students
	Kitty Elementary	100%	200		
	Puppy Middle	33%	200	67%	400
	Pony High School	100%			600
	TOTAL		400		1000

Ele. & Sec. % should add up to 100%. These would only be split if the building houses both Ele. & Sec.

Ele + Sec = total ADM
Ele divided by total ADM = % of Ele ADM

% of Elementary ADM for district: 29 % of current year Dec. 1 Child Count: 30

% of Secondary ADM for district: 71 % of current year Dec. 1 Child Count: 70



Excess Cost Calculation (AFR) Summary Report

LEA #/District: _____

Fiscal Year: _____

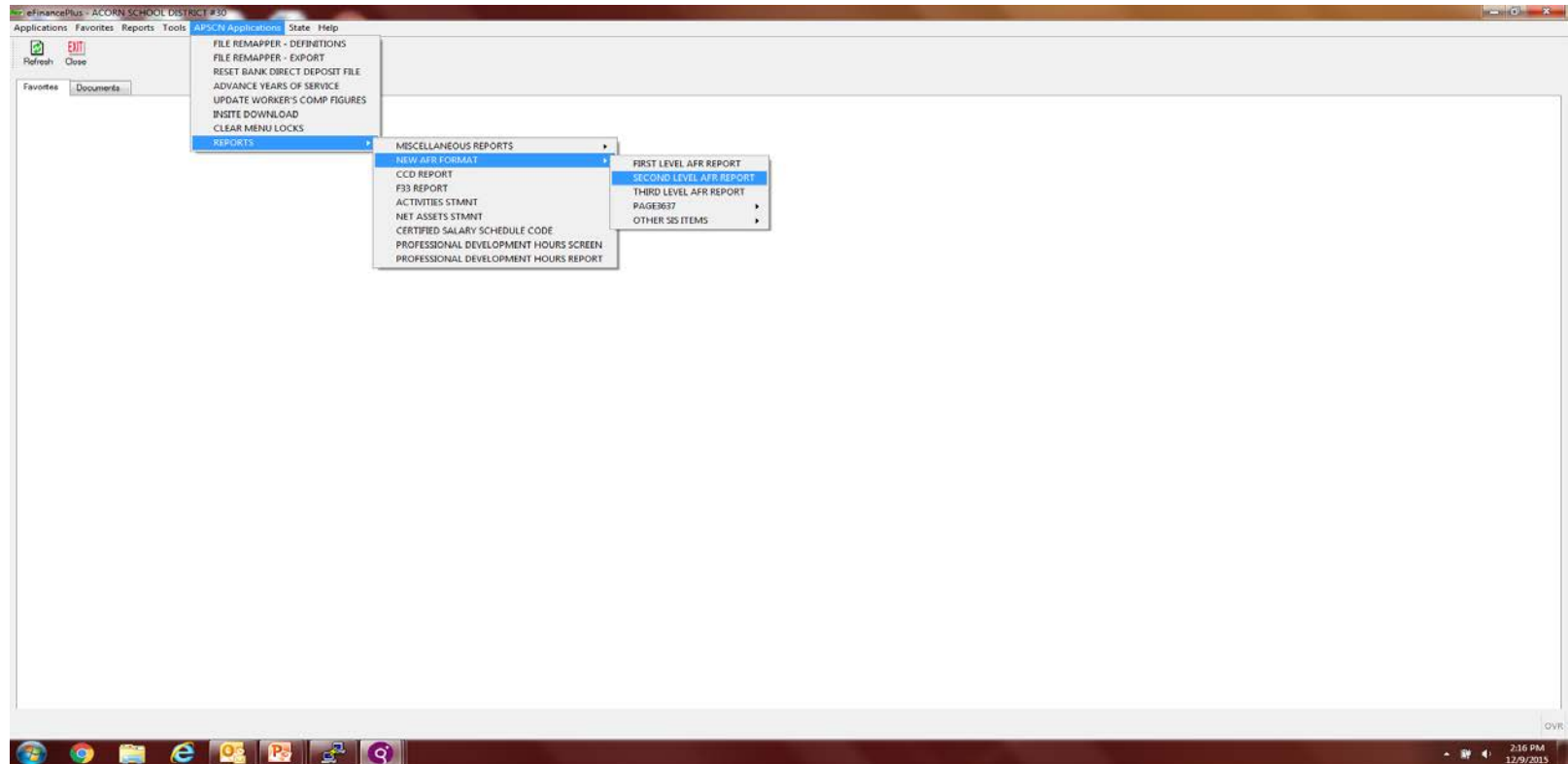
	Expenditure Type	Elementary	Secondary	District
	Percentage for Elementary & Secondary			
1	Total Expenditures (2014-15)(Funds 1,2,3,4,5, 6, 7 & 8—excluding preschool programs)			
2	Less Capital Outlay from Funds 2, 6, 7 (Object 67000 – 67999) & Building/Debt Service/Capital Outlay Funds (Funds 3, 4 & 5)			
3	Total Expenditures Less C.O. & D.S.	\$0.00	\$0.00	\$0.00
4	Title VI-B Expenditures			
5	Title I Expenditures			
6	Title III-A & B Expenditures			
7	State/Local Sp Ed Expenditures (Fund 1&2/Program 200-269)			
8	Other (State/Local Expenditures such as NSLA & Other_____)			
9	Total Deductions	\$0.00	\$0.00	\$0.00
10	Total Expenditures Less Deductions	\$0.00	\$0.00	\$0.00
11	3 Quarter ADM for 14-15			
12	Average Exp Per Student (APPE)	0	0	0
13	Child Count (12-1-15)			
14	Total Minimum Amount That Must Be Spent Before Using Part B funds	\$0.00	\$0.00	\$0.00



Pulling Reports for Excess Cost Worksheet

You are pulling the AFR for 2014-15

Line 1 and 2: APSCN Application/Reports/NEW AFR Format/Level 1 and Level 2



3rd Quarter ADM Report

This is the ADM for 14-15 school report

- <https://adedata.arkansas.gov/statewide/Schools/ADMall.aspx>

Copy and paste this address into internet and it will take you directly to the page for ADM

To find ADM for grade levels scroll down reports on the left of the page to enrollment by grade. This will give you a breakdown by building and grade.

Child Count is for **THIS YEAR** (15-16). This would have been submitted this month on the Cycle 4 report.

2015-16 Catastrophic Occurrences Funding

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

This is a Companion to the 2015-16 Catastrophic User Guide. Both are available at the following link:

<https://arksped.k12.ar.us/FundingAndFinance/CatastrophicOccurences.html>

Updated December 10, 2015

Funding

- Amount available for 2015-16 is \$11,000,000.
- Reimbursements are determined after all revenue offsets are applied which include:
 - Title VI-B per student average (The amount does vary from district to district)
 - Medicaid
 - Other funds received (ESY, Third Party , 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 Grants & Data)

Funding continued...

- Reimbursement of catastrophic claims after offsets:
 - 100% of the first \$15,000
 - 80% of the next \$35,000
 - 50% of the next \$50,000
- Reimbursement for catastrophic claim amounts will be pro-rated if total requests for reimbursement exceed the amount of funds available in the Catastrophic Occurrences fund.

What Constitutes Catastrophic?

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

Points to remember:

- Submitting a claim does not ensure that the claim will be funded.
- Do not make IEP decisions for the provision of supports and services based on the availability of catastrophic - or any other - funds.
- Complete the catastrophic occurrence registry information found on MySPED to justify request for catastrophic funding
- Amount that **MUST** be spent varies by district

Formula:

Total Allowable Claims minus (-) VI-B average per pupil allocation and other offsets (Medicaid, Third Party Insurance, ESY, etc.) must equal (=) or exceed \$15,000 as the minimum expenditure necessary to meet eligibility requirement.




What's new this year

- The required 1:6 para is allowable
- Required Medicaid questions are clarified and are located at the top of the student main page, as well as, explanations for Medicaid filing.
- On the main page, a *Paraprofessional Verification Report* is available for districts to run for checking accuracy.

Eligible costs include

(If documented in student IEP pages)

- The pro-rata share of:
 - Teacher whose primary assignment is the student
 - Paraprofessional whose primary assignment is the student
 - Pro-rata share of the required 1:6 paraprofessional 
 - Speech language pathologist
 - Physical therapist
 - Occupational therapist
 - Private duty nursing services (see definition)
 - Personal care assistant (see definition)
 - Special Transportation aide
 - Special Transportation bus driver

Eligible costs include

(If documented in student's IEP pages)

- Specialized equipment
- The pro-rata share of student specific professional development
- Extended school year services
- Medicaid Match
- Contracted services to a Special Day School Facility
- Any special education funding source (including Title VI-B)

Eligible Costs include

(If documented in student's IEP pages)

- Personal Care costs can be included if the personal care paraprofessional has received training required for Medicaid billing.
- Paraprofessional or nurse's cost associated with specialized transportation needs of the student can be included if documented on IEP pages.

MEDICAID

- All 3 questions at the top of the student main screen **must** be answered for a claim to be considered.
- 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 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 with the other Medicaid information on the claim.
- Estimate what should be received not just what has been received at the time of submission.



Required Questions



SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit
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SCREEN: **Catastrophic Occurrence Registry** FISCAL YEAR: 2015/16
 LEA: 9999 ADE - Special Education Unit
 MESSAGE:

First Name *

Last Name *

SSN (123456789)*

Primary Disability

DOB (mm/dd/yyyy)*

Grade

Please provide the following information:



1. Does the student qualify for Medicaid Reimbursement?

a. If yes, have you attempted to access Medicaid or Other Third party Insurance?

If no, please provide explanation



2. Does the student have a personal Care Assistant?

a. If yes, has the person providing this service received the required training for Medicaid Reimbursement?

If no, please explain if you have started the process



3. Are these services claimed in Instructional, Related and Direct Cost required in the Students's IEP?

Grand Total **\$144,555** as of 12/03/2015 (Before offsets)

Actual Claim **\$144,555** as of 12/03/2015 (After offsets)

Offsets (\$0)

Medicaid Reimbursement & Medicaid State Match must be estimated for the remainder of the year. The 21 digit account code must match the description.

PRO-RATING STAFF

- Time calculation used for paraprofessionals and other staff must match the time written in the IEP.
- Calculation used must be included in the comment section.

Example: Comment Section

Grand Total \$144,555 as of 12/03/2015 (Before offsets)
 Actual Claim \$144,555 as of 12/03/2015 (After offsets)
 Offsets (\$0)

Medicaid Reimbursement & Medicaid State Match must be estimated for the remainder of the year. The 21 digit account code must match the description.

* [Redacted]

Instructional Costs | Related Service Costs | Direct Service Costs | Offsets | Actual Claim | Print Preview

Instructional Costs:					
Description	Name	*Account Code	Salary (\$)	Benefits (\$)	Purchase Services (\$)
a) Special Education Teacher (Do Not Prorate Teacher's Salary)	teacher name	11111111111111111111	10808.00	2702.00	0
b) Speech Language Pathologist (Prorating the Salary is permissible)				0	0
c) Special Education Para	para name	11111111111111111111	5013.00	1254.000	0
d) Other Costs1 (Specify):					
e) Other Costs2 (Specify):					


*Note: 21 digit code that matches APSCN records is required.

For Student Para, is this a self-contained 1:6 settings Yes No

How many Paras are in the classroom?

What is the Student to Para ratio for this student and Para?

In the comment section below, explain how each amount claimed in a),b),c),d) and e) above was determined. (Record the appropriate letter for each amount and provide the explanation beside that letter.)



Comment box for example above:

- a) Special class 1:6 salary $\$64,838 \times 16.67\% = \10808 Benefits $\$16,210 \times 16.67\% = \$2,702$
- c) Special Ed. Para to student ratio 1:4. Salary $\$20,054/4 = \$5,013$. Benefits $\$5,014/4 = \$1,254$

PRO-RATING STAFF

- The 21 digit account code must drive the calculation for Pro-rating personnel
- The 21 digit account code must be a SPED code.

PRO-RATING STAFF EXAMPLE

- 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) = \$ _____

Utilize the comment section of Instructional Cost Section of Registry to indicate special class option (1:6, 1:10, or 1:15)* and show the specific calculation (identify as letter a).

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.

Self-Contained in the Resource Classroom may be pro-rated at 6.67% (1:15)

Example: Coding/Calculation

Name	Account code	Salary \$	Benefits \$
Mrs. Teacher	1000 <u>1240</u> 0662000061110	7053.00	1763.00
Mrs. Para	2000 <u>1240</u> 0662000061120	2339.00	585.00

Calculation for example above:

A) Teacher

Special Class 1:10. Salary \$70,528 x 10%=\$7,053. Benefits \$17,632 x10%=\$1,763

B) Special Education Para

Special Ed Para to student ratio 1:10. Salary \$23,386/10=\$2,339.
Benefits \$5,846/10=\$585

Regardless of the actual number/count of students in the classroom, the account code ratio is used in calculation.

Ineligible Costs

Catastrophic

2015-16

Ineligible costs include

Ineligible costs may include, but not limited to the costs listed in the following slides.

- basic costs of the classroom, such as the maintenance and operation of the classroom,
- basic materials, supplies, food
- basic transportation, such as mileage, 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 services

Ineligible costs include

- 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 failed to include the ESY funds received as an offset (*Offset is required*).
- Medicaid offset should be reasonable with the other Medicaid information on the claim.
- Estimate what should be received not just what has been received at the time of submission.

Ineligible costs include

- Expenditures reported
 - without indicating the 21- digit account codes,
 - with incomplete codes,
 - with incorrect codes,
 - with codes that are not SPED codes
 - without the correct 21-digit account code for each cost (The 21-digit code listed must match APSCN records)
- 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 being included as a pro-rated share of salaries & benefits for personal care

Ineligible costs include

- Expenditures reported
 - without indicating the 21- digit account codes,
 - with incomplete codes,
 - with incorrect codes,
 - with codes that are not SPED codes
 - without the correct 21-digit account code for each cost (The 21-digit code listed must match APSCN records)
- 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 being included as a pro-rated share of salaries & benefits for personal care

Ineligible costs include

- Expenditures for supplies and materials such as gloves, wipes, Ensure...
- Expenditures for Substitute teachers or Sub-Teach
- Expenditures for paid Medicaid billing services
- Expenditures for construction, renovation, repair, and ADA access
- Expenditures for training that is not student specific
- Failure to include correct social security number for student or failure to record correct name of student

Ineligible costs include

- Failure to indicate whether the special class was self-contained 1:6; 1:10; 1:15; the number of paraprofessional in the classroom; or the student to paraprofessional ratio for paraprofessionals and/or services.
- Failure to indicate how the cost claimed was determined
- Failure to have correct classroom account 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

IEP Documentation

Catastrophic

2015-16

What to document in the IEP pages

All supports and services claimed for catastrophic, must be documented on the IEP pages sent to Grants and Data, in order to be considered.

Please use the IEP that has been in place for the current year.

What to document in the IEP

Examples:

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

How to document the IEP

- ❑ Do specify the amount/times for staffing services provided
 - How many personal care minutes/hours
 - How many hours for paraprofessional and/or bus aide supervision
 - How many 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.

IEP-Special Transportation

- Districts will need to document specific details about special transportation services in the student profile or another section of the IEP.
 - Most IEP teams document the special transportation service on the related services chart
 - Info should be provided in an additional section concerning any specialized transportation needs (eg., staffing or equipment)
 - Pro-rate the driver and bus paraprofessional

Where to Document in the IEP

The following page numbers are to be mailed to Grants & Data. Please be aware that these are the only pages read for a claim.

DO NOT MAIL THE ENTIRE IEP.

- IEP page #100 – Related Services*
- IEP page #101 – Student Profile Summary
- IEP page #102 – Con. of Special Factors
- IEP pages #200/201 – Mods/Aids/Supports

*Please note your LEA number on top of IEP page #100

MAILING THE IEP

DO NOT e-mail the IEPs.

Districts will need to send designated pages of the IEP for each Eligible Student to the Special Education Unit via regular mail.

Please mail the forms to:

**ADE Special Education Unit
Attn: Catastrophic Funding
1401 West Capitol
Victory Building, Suite 450
Little Rock AR 72201**

Prior to Submission

Catastrophic

2015-16



Paraprofessional Verification Report

Districts now 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 page.

SPECIAL EDUCA

Support Monitoring Finance Personnel Students

SCREEN: Catastrophic Occurrence Registry FISCAL YEAR: 2015/16

LEA: 9999 ADE - Special Education Unit

MESSAGE:

Paraprofessional Verification Report

[Add New Student..](#)

	Last Name-▲	First Name	SSN	Grand Total	Submission Date	Fund Approval	Fund Amount
<input checked="" type="checkbox"/>	Arora	Rajan	123456789	\$47,400			
<input checked="" type="checkbox"/>	Doe	John	222555999	\$			

Page 1

Important Notes

Catastrophic
2015-16

Most common mistakes

- Incorrect account codes
- Account codes did not match classroom description/calculation
- Using number of students in class for pro-rating, instead of classroom service type specified
- Lack of explanation/calculation in comment boxes
- Did not include the Medicaid offset
- Did not estimate Medicaid for the entire year
- Supports/services not documented in IEP pages
- Claiming the same para on multiple students without pro-rating
- Superintendent's Certification sent before all claims were completed in the system.

Important Notes

- Student information, including projected costs and account codes, for each student **MUST** be entered and saved in the Catastrophic Registry by February 5, 2016. Students **CANNOT** be entered after February 5, 2016. Database will close Feb 5 and reopen February 15.
- The Catastrophic Registry will open this year on MySPED on December 4, 2015.
- Each student listed in the Catastrophic Occurrences Registry that is submitted for reimbursement **MUST** have final costs (with complete account codes) entered and saved in the Registry and **SUBMITTED** by May 1, 2016. (Final costs may be submitted any time after February 15, 2016. These costs may be revised, saved, and resubmitted as often as needed until May 1, 2016.)

Important Notes

- Superintendent Certification for Catastrophic Claims must be faxed to 501-682-4313 or mailed to Grants and Data by May 1, 2016.
- The superintendent's certification shows the amount claimed and the date submitted for each Catastrophic Occurrences Student Claimed. If either the amount or date submitted do not appear on the report, the submission for the Student Claimed for Catastrophic Occurrences 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.
- The IEPs for students may be submitted at any time between February 15, 2016 and May 1, 2016.

Contact:

- ❑ Submit questions to Chris Foley or Pepper Wyllia via email :
christina.foley@arkansas.gov or camile.wyllia@arkansas.gov

- ❑ More information is on the Special Education website
<https://arksped.k12.ar.us/FundingAndFinance/CatastrophicOccurences.html>

- ❑ **Mail IEP pages to:**
 - ADE Special Education Unit**
 - Attn: Catastrophic Funding**
 - 1401 W. Capitol**
 - Victory Building, Suite 450**
 - Little Rock, AR 72201**