2018-19 Fund Code E
Claims Training

Presented By
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1

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# Topics

- Pickup / Snapshot Dates

- Manual Method of Computing Days

- Calendar Method of Computing Days

- Key Components of Claims

- Program Method of Computing Days

- Calculating the Claim

- Reimbursement Reports

- Support/Help

Webinar Topics

# Student Reimbursement Pickup / Snapshot

## Regular Term Orphanage Fund Code E DUE JULY 15, 2019

*Per Students with Disabilities Claims and Reimbursement Instructions:*
*http://www.hbug.k12.il.us/ISBEManuals/18-19_Student_Claim_and_Reimbursement_Instructions_(March_2019).pdf*

Transmission Dates are for the 2018 – 2019 school year only.
The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Reimbursement for Fund Code E Regular Term is due July 15th, 2019.

# 3 Methods of Computing Days
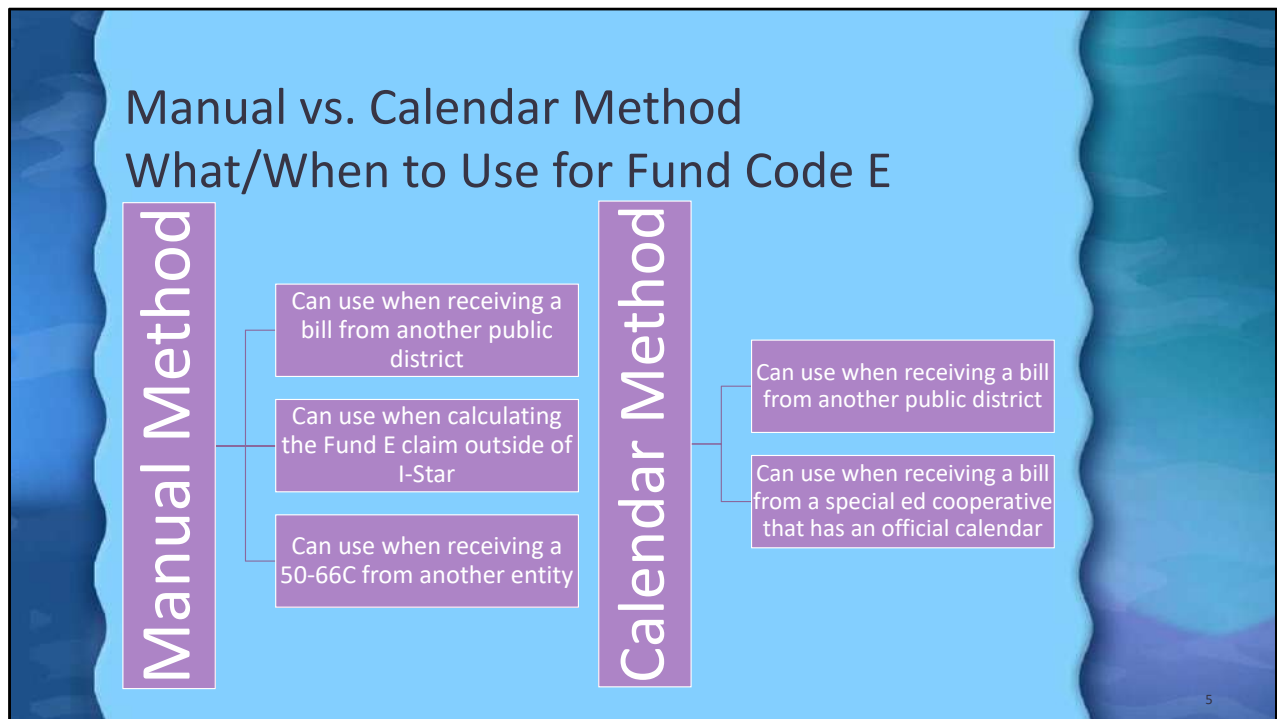
**Manual Method** →

**Calendar Method** →

**Program Method** →

The next several slides will discuss the Methods of Computing Days in I-Star.

There are 3 methods of computing the claim.

The methods vary from all of the claims calculations done outside of I-Star to almost all of the calculations done using I-Star.
Regardless of which method is used, data entry will be required in I-Star to complete the claim.

Manual vs. Calendar Method
What/When to Use for Fund Code E

**Manual Method**
- Can use when receiving a bill from another public district
- Can use when calculating the Fund E claim outside of I-Star
- Can use when receiving a 50-66C from another entity

**Calendar Method**
- Can use when receiving a bill from another public district
- Can use when receiving a bill from a special ed cooperative that has an official calendar

Let's focus on Manual and Calendar method.

When using these two Methods of Computing days, all calculations for the documentation discussed on slide 9 (50-66A, S50-66B, P50-66B and 50-66C) are done outside of I-Star.

When all of the calculations have been completed, each student record being claimed must be opened and calculation results manually entered.

The only difference between the Manual and Calendar Methods of Computing Days is that the Calendar Method auto fills the days Enrolled/In Session based on the calendar selected.

Manual and Calendar are used when the cost to educate the student are known.

# Manual Method of Computing Days



Manual method of computing days can be used to claim Fund Code E records in I-Star.

Data entry required = FTE, Days Enrolled/In Session and Cost Per 1.0 ADE

Note: A Related Service of 25 (transportation) should be included on the FACTS approval

# Calendar Method of Computing Days

- Regular Term Orphanage Fund Code E Example



Calendar method of computing days can be used to claim Fund Code E.

Data entry required = FTE and Cost Per 1.0 ADE

Days 'Enrolled' and 'In Session' will fill based on the District Calendars begin and end dates. This is the key difference between Manual and Calendar Method of Computing Days.

# Calendar Method of Computing Days

If the ADE (Days Enrolled/Day in Session) is <u>less than 1.0</u> perform the following calculation:

Education Cost per Pupil / ADE

Ed Cost Per Pupil = $25,000    ADE = .862

$25,000/.862 = $29,002

**Participation Rates**

% Regular Ed: 98     FTE: 1
ADE: 0.862

**Participation Days**

|  | Enrolled | In Session |
|---|---|---|
| Regular | 151 | 175 |
| Total | 151 | 175 |

**Costs**

Cost Per 1.0 ADE: 29002
Cost Per Pupil: 25000 ★

Notice the difference if the cost is not inflated…

**Costs**

Cost Per 1.0 ADE: 25000
Cost Per Pupil: 21550 ★

Let's take a look at how data is entered when the claims calculations are done outside of I-Star.

When doing cost calculations outside of I-Star, the 5066C is needed to enter claiming information into I-Star for snapshots.
Line 6c is the amount that it cost to educate the pupil (Ed Cost/Pupil field in I-Star).

Notice in I-Star the Ed Cost/Pupil field is not an editable field.

Because it's not editable, the Ed Cost Per 1.0 ADE must be determined.
Ed Cost Per 1.0 ADE can be done two ways:
1. If the 50-66C is NOT available, take the Ed Cost/Pupil divided by the ADE and insert in 'Ed Cost Per 1.0 ADE' in I-Star.

In our example the equation would be: $25,000/.862 = $29,002

2. If the 50-66C is available, insert Line 5C in 'Ed Cost Per 1.0 ADE' in I-Star.

Remember that special transportation cost also needs to be entered on the record.
Fund Code E = 100%

## Key Components of Claims

- ISBE 50-66A – Tuition Cost Sheet

- ISBE S50-66B – Pupil Documentation

- ISBE P50-66B – Personnel Documentation

- ISBE 50-66C – Claims Computation and Tuition Cost

- ISBE 50-66D – Depreciation Schedule
*https://www.isbe.net/Pages/Special-Education-Approval-and-Reimbursement.aspx*

9

Regardless of how you compute the claims(s) for special education students, outside of I-Star or inside of I-Star, these documents are key to the process.

50-66D is available on ISBE's website under Funding and Disbursements.
https://www.isbe.net/Documents/50-66D_depreciation.pdf

## Program Method of Computing Days

- Do you have any Fund Code E student approvals?

  ☑ Yes
  ☐ No

- Do you have any Fund Code X student approvals?

  ☑ Yes
  ☐ No

- Do you have any tuition bills to create for students that your district or cooperative serves from another district?

  ☑ Yes
  ☐ No

If the answer to any of the above questions is '*Yes*', creating programs in I-Star can be used as a tool to calculate student costs.

*Please Note!  The program method is an optional tool.  Using this method is not a requirement.*

10

The next several slides will discuss the Program method of Computing Days in I-Star.

Use the questions on slide 10 to decide if your district or coop could use this method.

## Program Method of Computing Days

- I-Star generates 50-66A, 50-66B reports and 50-66C

- Student claims calculations are done in I-Star automatically

- Fields will auto-fill on the student record based on the calculations

- All reports including cost sheets will be saved and archived in I-Star for future access

11

Using the Program Method of Computing Days in I-Star allows users to generate the S50-66B and the P50-66B to assist with cost calculations.

The 50-66A for each cost center can be printed.  Some fields are completed automatically based on ISBE data.

Reimbursement calculations are done in I-Star for all students attached to a cost center after entering the 1.0 ADE for each.

50-66Cs (Individual Cost Sheets) may be printed at anytime.

## Program Method of Computing Days

What is a Cost Center/Program??

Students in a Cost Center/Program must have common education needs….

Cost Center Creation and Clean-up:
- Make a list of all cost centers/programs that need to be in the current school year for claims
- Open Program in I-Star and evaluate the current list
- Delete any cost centers/programs that will not be used this year
- Add any new cost centers/programs
- Existing cost centers/programs can be edited for current year use

*Please note! Making an effort to clean up the Program tab each year allows for a smoother claims season with an accurate archive.*

According to the *Reimbursement Procedures for Students with Disabilities* manual: "program per Section 130.10 is defined as a combination of special education instructional services, supportive services, supplies, materials, physical plant adjustments, and other special educational facilities designated by a local education agency as meeting the common educational needs of a group of students with disabilities."

One question to ask is: Are this year's cost centers the same or close to last year's?
If the answer is "Yes", one option is to edit those existing cost centers. When editing existing cost centers, those used in previous years stay in tact.
Another option, of course, is to create new cost centers for the current year.

Which students are included in a cost center?
Cost Centers are specifically created for student whose Fund Codes are E and/or X or if you have an out of district student that you are creating a bill to send to the resident district.
All students receiving services with the student being claimed must be included in the cost center.
This is the only way to accurately reflect the 1.0 ADE.

## Program Method of Computing Days

To do list...
- ❑ Create Programs
- ❑ Per Caps -> Released by ISBE in May
- ❑ Verify salary data is entered for personnel involved in the Program
- ❑ Add Personnel Records to the Program
- ❑ Verify student claim data is entered (including any individual costs)
- ❑ Add Student Records to the Program
- ❑ Recalculate Days on S50-66B
- ❑ Complete 50-66A
- ❑ Recalculate Program
- ❑ Review/Print Reports

Slide 13 provides a basic "To-Do" list to help guide you through this process.

Harrisburg Project highly recommends that the Special Education Director, Business Manager and the Data entry person work together to complete the process.

Once these steps are completed, the 1.0 ADE for the Program will be calculated for each cost center (line 37 of 50-66A) and the claim will be ready for ISBE to pickup.

Remember, the 1.0 ADE for a cost center is what it costs to educate 1 student who is in a cost center 100 % of the time for the entire year with an FTE of 1.0. **This is the goal of this process!!!**

When all points on the list are completed, you should have the 1.0 ADE for a cost center.

The 1.0 ADE is entered into the cost center and I-Star will do the rest of the work!
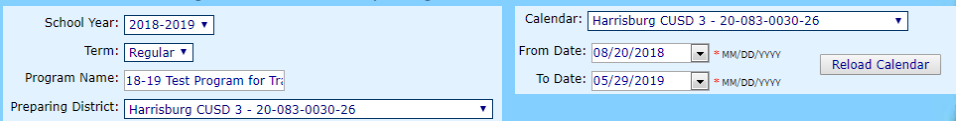
The data entry person will more than likely complete many or all of the steps in the Program Method to work.
As discussed earlier, there are two reports (S50-66B and P50-66B) that need to be generated.
From these two reports, five numbers are generated that are needed to complete the 50-66A.
What follows are the steps that the data entry person needs to follow to properly generate the S50-66B and P50-66B using the Program Method of Computing Days.
It is important to remember that some of these steps may be done at any time throughout the year.

Create Program

1. Approvals and Claims -> Student -> Program Definition

2. Click Add

3. Enter Term –> Program Name –> Preparing District -> Calendar

For the Data Entry person to be able to accurately create the cost centers, he/she will need:
• Access to the Program Definition
• A list of the cost centers
• A list of personnel involved with each cost center
•A list of students involved with each cost center

As soon as the list of programs has been obtained, the Data Entry person will be able to begin creating the programs.

To search for programs already created, use the filters to choose or click *Search* to see all programs.

To create a new program:
1. Student -> Approvals and Claims -> Program Definition
2. Click Add
3. Enter Regular Term -> Program Name -> Preparing District -> Calendar

## Create Program

4. Per Cap Information

Per Cap To Use:  ○ Preparing District  [_____]
                 ○ Other
                 ○ Resident District

- Preparing District – for billing purposes

- Other – for temporary use before per caps are released.  Other is used to run projections and/or estimated reimbursement calculations.

- Resident District – used for all claims

15

4.  Per Cap Information is automatically loaded into I-Star once it is available

Per Cap to Use
The Resident District Per Cap is <u>always</u> used by ISBE when calculating reimbursement.

The Special Education Director should be consulted if there are questions as to which Per Cap to use.

Use Resident District from Student's FACTS record
The Resident District Per Cap is used by ISBE to calculate reimbursement for students.
The Resident District Per Cap should be selected if the Preparing District is the Resident District.

Use the "Preparing District" field if you are billing another district for services you have provided.
Use "Other" field if you are wanting to run projections or estimated reimbursement calculations.  If using "Other", it is acceptable to add 10% to last year's district per cap.

Even though a tuition student is not reported by the Serving District, a 50-66C – Claims Computation and Tuition Cost must still be provided to the Resident District for billing and claiming purposes.
The Per Cap used on the Program Method affects the education cost for this student.

5. Enter Contact Last Name -> Contact First Name -> Contact Phone
6. Allow Districts to Assign Students? – this option can be checked if a coop would like for their member districts to be able to assign students to programs the coop creates
7. Click Save

Personnel that provide direct instruction in the program should be attached to the program.

The salary information for each person that will be attached can be entered on the Personnel Approval record.
1. Personnel -> Approvals
2. Search for personnel to attach
3. Click Show Salary Info
4. Enter Salary and Benefit
5. If any portion of the salary is paid from non-local funds enter those amounts in:
    1. IDEA Discretionary/Flow Through Salary & Benefits
    2. IDEA Preschool Salary and Benefits
    3. Orphanage Salary and Benefits
    4. Other Salary and Benefits
6. Evidence Based Funding Amount

To add personnel records to the Program:
1. Click Add Multiples
2. Search for the group of personnel that should be added
3. Check the box next to each person to add then click Use Selected

*Note:  This information should have been provided by the Special Education Director when receiving the list of cost centers.*

# Add Personnel records to the Program

If a staff member does not spend all of their time in this program then the allocation ratio must be less than 1.0.

To calculate the ratio, divide the number of students served by this employee in this program by the total number of students served by the employee in the entire year.

Allocation Ratio
The Allocation Ratio is the amount of time that the staff member spends with this cost center.

As per the *Reimbursement Procedures for Students with Disabilities* manual, "The ratio shall be determined by dividing the number of students served by this employee in this program by the total number of students served by the employee the entire year."

The Salary Allocation field will adjust based on the Allocation Ratio entered if salary has been entered on the Personnel record.

If the staff member spends all of his/her time with students in this program:
Allocation Ratio = 1.0.
However, if he/she sees other students that are not in this program:
Allocation Ratio is **NOT** equal to 1.0 (a portion of his/her salary is being used when working with other students)

# Add Personnel records to the Program



All Salary & Benefits and the Evidence Based Funding amount carry from the Personnel record to the Program to generate the P50-66B.

Data from this report is used to complete the 50-66A for claim calculation.

To view and/or print the P50-66B, click the Personnel Report tab on the Program Definition.

## Student Claim Data Entry

*Please Note: If a student has Related Service 25 on Approval – 100% of transportation can be claimed for Fund E*

To access the student approval record, click the *Approval* tab while in the student section.

To access the student claim record, click the *Claims* tab while in the student section.

Students can be attached to Cost Centers on the claim record or from the Program Definition.

A list of students in each cost center should have been provided when you were given the cost center names and the Personnel attached.

Confirm that Program Method of Computing Days has been selected.
Simply select the drop down and find the cost center name that was created under the Program Definition.

Remember, all students receiving services from Personnel assigned to a cost center should be attached. This is to accurately reflect what it costs to educate one student in that specific cost center.  In a nutshell, all students that the teacher works with must be included when calculating costs or the teachers salary must be prorated.

Confirm that FTE is entered

Remember to enter any Individual Student costs on the record (Equipment, Aide, Contract)

Please Note:          If the student has Related Service "25" on the approval, the Transportation claim field can be utilized.
Claim 100% for Fund E
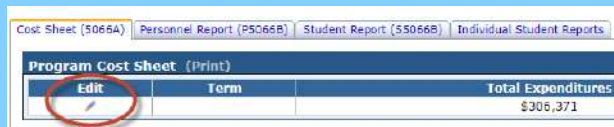
# Add Student Records to the Program



To attach students from the Program Definition instead of on each claims record:
1. Click the Student Report tab.
2. Click Add multiples
3. Put a check in the box next to each student that should be added then click 'Use Selected'
4. After all students are added, Click Re-calc Days to ensure that all student days are reflected properly to calculate the ADE on the 50-66A

## Complete 50-66A

Items needed to complete 50-66A:

- Previous Year District Annual Financial Report (AFR)
  - ftp://ftpfinance.isbe.net/AFR
- Data for use on the Tuition Cost Sheet spreadsheet
- Documentation on any items purchased for the program not included on district expenditures on AFR
- Open Program Definition and click Edit under the Cost Sheet (5066A) tab

| Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports |
|---|---|---|---|

**Program Cost Sheet** (Print)

| Edit | Term | Total Expenditures |
|---|---|---|
| 🖉 | | $306,371 |

23

Next, the 50-66A must be completed to get the Total Cost per 1.0 ADE for each program. This is Line 37 of the 50-66A.

Once the 5066A has been completed, the Total Cost per 1.0 ADE is generated on the program after clicking Recalc Program.

To edit the 50-66A, click the pencil under the edit column.  To print, click Print beside Program Cost Sheet.

Some fields are auto-filled, but can be edited if needed. To auto-fill a line, click the *Reload* button if it's available.

Hit reload next to each field to generate the current year number.

See specific instructions for completing the 50-66A Tuition Cost Sheet in the Student Reimbursement manual:

**Line 1:** Enter *Totals this Program* from S50-66B.

**Line 2:** Enter the number of days that the program is in session.

**Line 3:** Enter the total number of special ed students listed on the most recent Dec 1 child count. This is provided on the Data for use on the special education tuition cost sheet.

**Line 4:** Enter the total number of students enrolled as reported on the fall housing report.

**Line 5:** Enter the total attendance days in session from the public school calendar.

**Line 6:** Enter the district per cap. This is provided on the Data for use on the special education tuition cost sheet.

# Complete 50-66A



**Line 7:** Verify the amount that is found under Grand total salary allocation on the P50-66B.

**Lines 8-24:** Enter all expenditures in either Column A or Column B to designate the population to which expenditures directly pertain. Do not include expenditures incurred for an individual student. These costs are listed on the *Special Education Tuition Bill and/or Claim Computation* (ISBE Form 50-66C). Do not list expenditures in both Columns A and B.

For Lines 8 – 24, depending on the cost accounting specificity of the local education agency, determine the expenditures that are to be reported under Column A (expenditure serves total number of special education students enrolled) or Column B (expenditure serves total number of students enrolled). Expenditures for a specific function CANNOT be listed in both Column A and Column B. All personnel whose salaries and benefits are included in expenditures reported under Column A must be approved on the *Special Education Personnel Approval File*. All personnel in Line 7 or any other function where costs are directly carried from Column A to the Totals column must be listed on the *Special Education Documentation Sheet*, Schedule A Personnel documentation (ISBE Form 50-66B)

**4 "Special" Lines: 9, 12, 13, 18**
Note: Effective October 5, 2006, per capita expenditures recorded in Functions 2113 (Social Work Services), 2140 (Psychological Services), 2150 (Speech Pathology and Audiology Services) and 2330 (Special Area Administrative Services) are allowed to be calculated by dividing the allowable expenditures by the total number of special education students enrolled. All personnel whose salaries and benefits are included in expenditures reported under Column A must be approved on the *Special Education Personnel Approval file*.

**Line 24:** Click the check box and then enter the function number and any expenditure directly related to the

provision of services for the students specified on Line 1 that are not listed elsewhere on the Cost Sheet. Only Functions 2110 (Attendance and Social Work Services), 2190 (Other Support Services – Students), 2490 (Other Support Services – School Administration), and 5100 (Debt Services – Interest) are permitted on this line. Function 5100 is restricted to exclude interest for capital expenditures per Section 130.30 (k) of the regulations. Function 2560 (Food Services) is not permitted for claim purposes.

**Line 25:** Equipment which is necessary for the operation of the special education program designated on the Cost Sheet must be depreciated on a five-year schedule if the per unit cost is $5,000 or more. A *Special Education Depreciation Schedule* (ISBE Form 50-66D) must be attached to the Cost Sheet if depreciation is entered on Line 25.  If the per unit cost of the equipment for the program is less than $5,000 you may include the total cost in the year of purchase and include in the amount that is listed for line 7. This does not include individual equipment costs.

# Complete 50-66A

**Line 26:** If the classroom space used in the program is owned by the district/cooperative, enter all operation and maintenance expenses EXCEPT capital outlay, life-safety building improvements or asbestos abatement. In instances where the program includes multi-site locations, separate computations may be necessary. Include a statement that off-sheet computations were made to support the expenses listed and maintain documentation of any such computations.

**Line 27:** Enter the aggregate number of all classrooms here. This information is provided on the *Data for Use on the Special Education Tuition Cost Sheet*.

**Line 28:** Divide Line 26 by Line 27 to determine the average operating cost for classrooms in the district/cooperative.

**Line 29:** Enter the number of district owned classrooms used in the program for which the Cost Sheet is being completed and multiply by the average operating cost for classrooms, Line 28. The number of classrooms should correlate to the number of teachers included in Line 7.

**Line 30:** If the classroom space used in this program is owned by the district, click the Depreciation radio button and the program will calculate the amount for line 30.  If this space is rented, enter the rent paid on line 30.

**Line 31:** Include any special expense, not previously entered and described. Include a statement that off-sheet computations were made to support the expenses listed and maintain documentation of any such computations.

**Line 32:** Calculate the total for Lines 7 through 31 and enter the sum.

**Line 33:** Enter the amount listed under *Grand Total Reimb Allocation* from the P50-66B.

**Line 34:** Enter the amount listed under *Grand Total Fed Funds Allocation* from the P50-66B.

**Line 35:** Total of lines 33 and 34.

**Line 36:** Subtract line 35 from 32.

**Line 37:** Divide line 36 by line 1.  This is the **Total Cost per 1.0 ADE for the program**.  This amount reflect what is costs to educate one student who is 100% special ed, has a 1.0 FTE, and is in this program all year.  This amount is used to then calculate the Ed Cost/Pupil.

Once All Data is complete, click Calculate & Save.

On the Program Definition click Recalc Program to ensure that all calculations are performed.

Individual Student Reports can be viewed and/or printed by clicking Individual Student Reports.

These reports can be used for hard copy files, audit purposes and/or billing purposes.

To view and/or print more reimbursement reports:
Reports -> Student -> Reimbursement/Claims
Next select the report name and run the report.

**I-Star**

**Support**

ISBE Funding and Disbursements

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