Slide 1

Slide 2

- 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

Slide 3

June 15th, 2022 Fund Codes DEF Reg Claims DUE

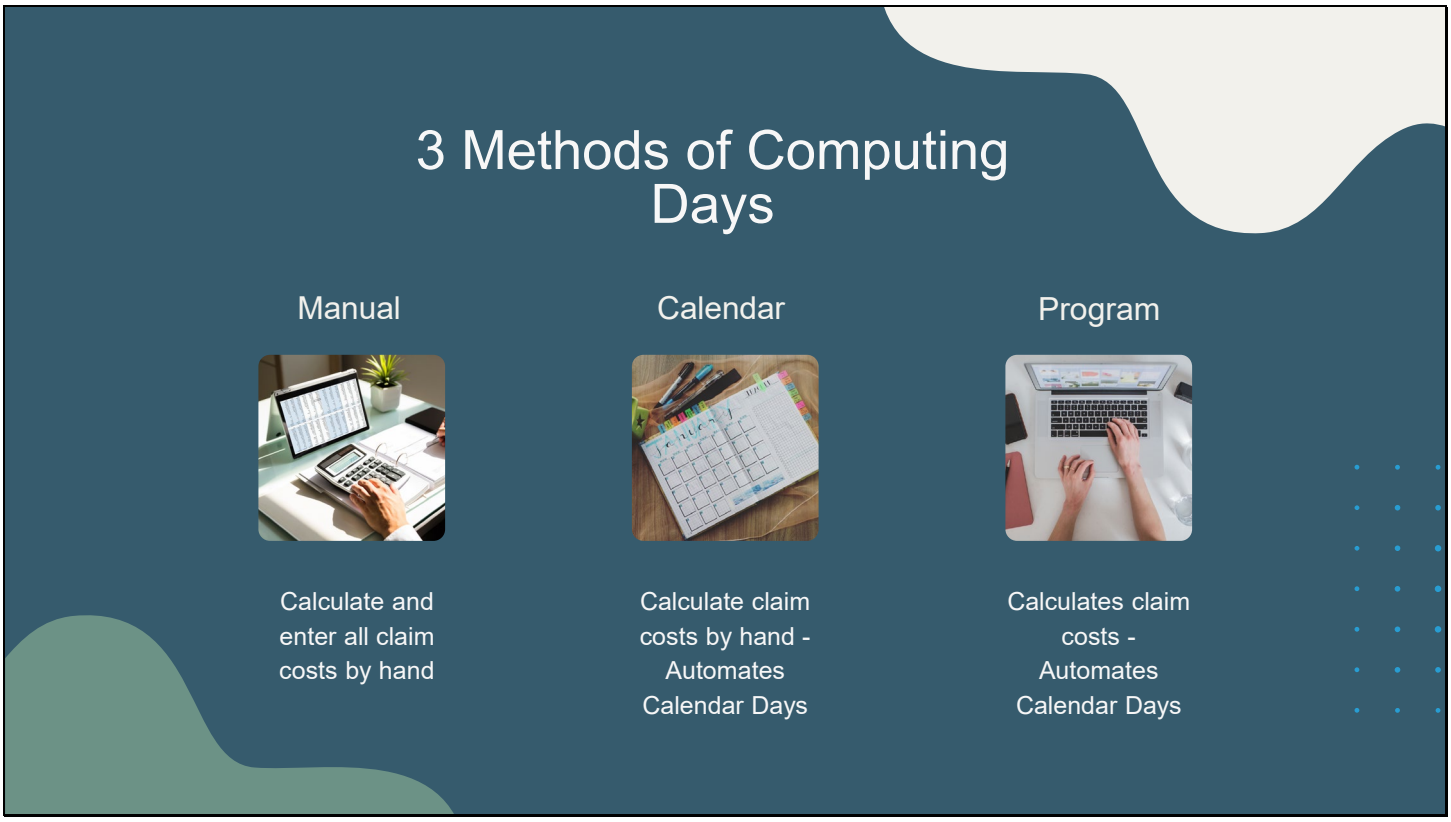
November 1st, 2022 Fund Codes DEF Sum Claims DUE

Transmission Dates are for the 2021 – 2022 school year only.
The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Reimbursement for Fund Codes D, E and F Regular Term is due June 15th, 2022 Reimbursed at 100%

Codes E and F Summer Term is due November 1st, 2022 – Reimbursed at 100%

Slide 4



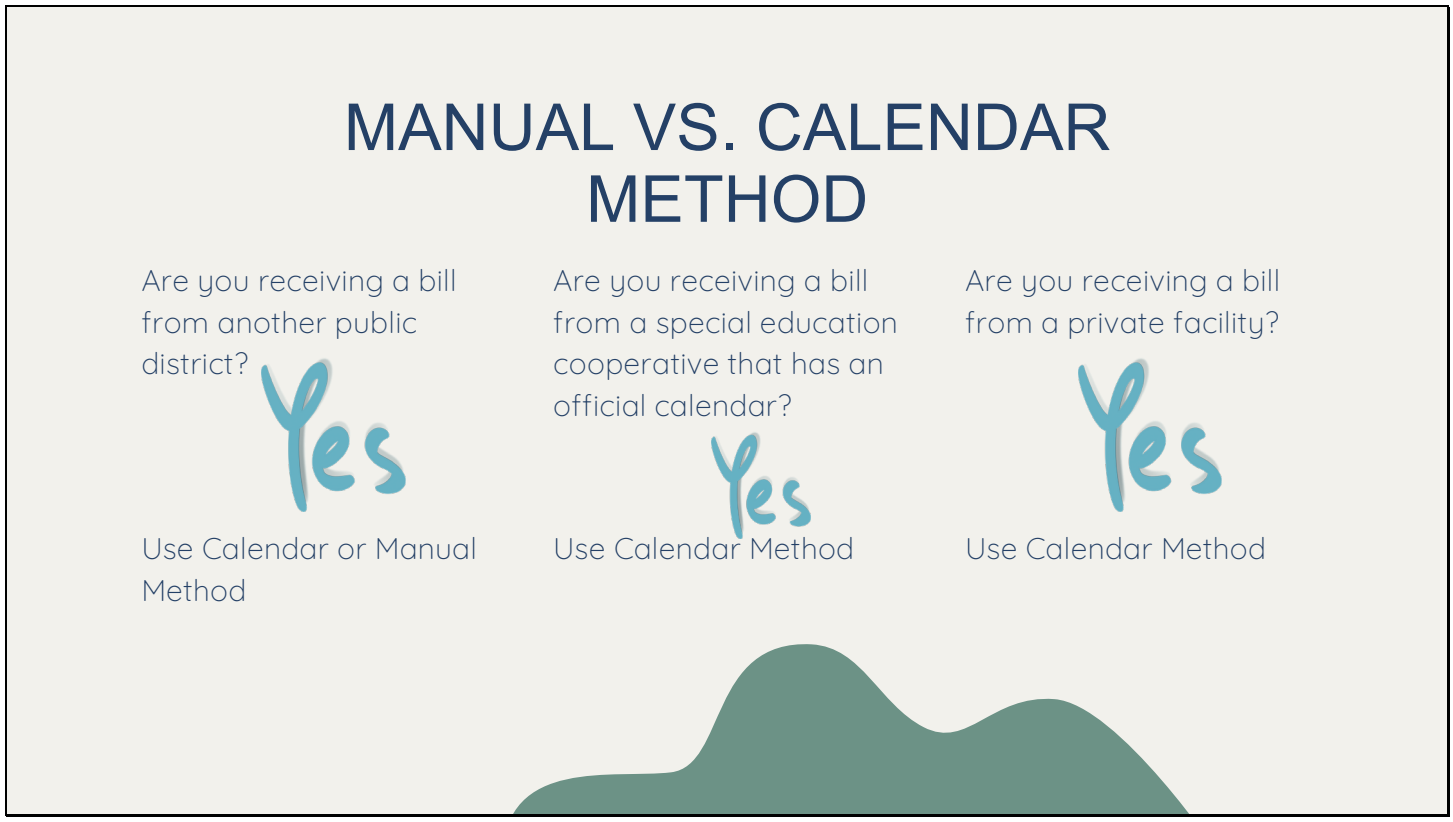
The next several slides will discuss the Methods of Computing Days in I-Star.

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.

Slide 5



Let's focus on Manual and Calendar method.

When using these two Methods of Computing days, all calculations for the documentation (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.

If the costs are known for the students education, consider the 3 questions on the slide to determine how to enter the claim into I-Star.

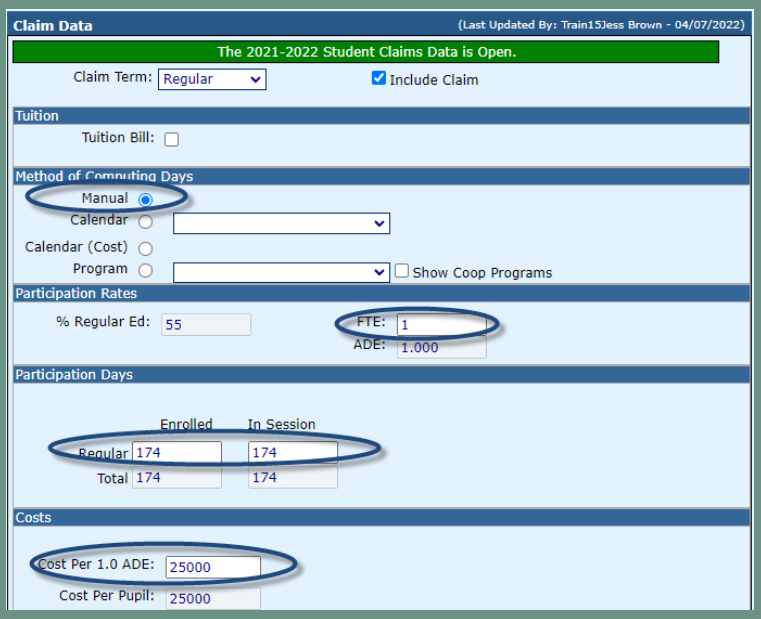
Slide 6

WHAT ABOUT MANUAL METHOD??

USE FOR:

Bills from Special Education Cooperatives that do NOT have an official public calendar

Fund Code E (Regular Term Orphanage)



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

Slide 7

CALENDAR METHOD OF COMPUTING DAYS

USE FOR:

Fund Code E (Regular Term Orphanage)

Fund Code F (Private Facility Regular Term Orphanage)

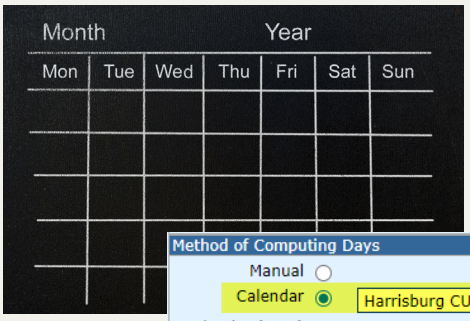
Calendar method of computing days can be used to claim Fund Code E records.
Data entry required = FTE and Cost Per 1.0 ADE

Calendar method of computing days is Required for Fund Code F in I-Star.

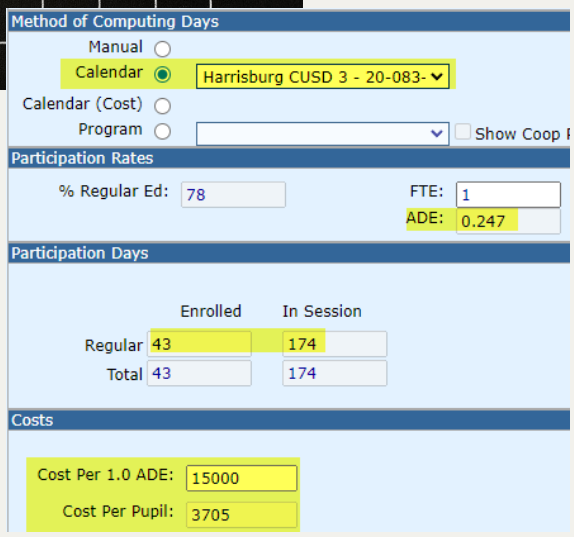
Private Facilities have a per diem. Ed Cost/Pupil cannot exceed per diem X days in session. This will generate a Warning in I-Star indicating the cost is too high. However, ISBE suggest you enter total bill amounts.

Note: A Related Service of 25 (transportation) should be included on the student approval. For Fund F, 100% can be claimed in I-Star for transportation.

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.



Traditional Calendar Method



Calendar Method:

Data Entry – FTE and Cost per 1.0 ADE

What is Cost Per 1.0 ADE?

Cost of the program for a student that is present all day for the entire year.

Use this Method when:

- Cost per 1.0 ADE is available or
- ADE is 1.0 or
- Claiming district per capita tuition charge

AVERAGE DAILY ENROLLMENT (ADE)...

What is ADE? Days Enrolled / Days in Session

What happens if ADE is less than 1.0? Cost Per Pupil will decrease

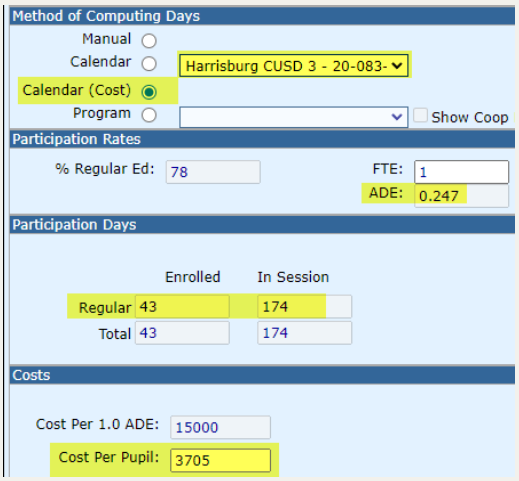
When would ADE be less than 1.0?

- Student did not attend all day the entire school year
- Program started after the first pupil attendance day on the official public calendar (ie. PreK programs, Kindergarten programs)

SIS Enrollment Begin Dates are defined as the first day the student is expected to attend. I-Star Approval Begin Dates must coincide with SIS dates.

This can cause student ADE to be less than 1.0.

Calendar (Cost) Method



Calendar (Cost) Method:

Data Entry - FTE and Cost per Pupil

What is Cost Per 1.0 Pupil?

Costs for the entire year, regardless of days and FTE.

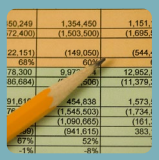
Use this Method when:

- Cost per 1.0 Pupil is available or
- ADE is less than 1.0

Slide 11

Key Components of Claims

Fund Code E and Tuition Bills



ISBE 50-66A
Tuition Cost Sheet

ISBE S50-66B
Pupil Documentation

ISBE P50-66B
Personnel Documentation

ISBE 50-66C
Claims Computation and
Tuition Costs

ISBE 50-66D
Depreciation Schedule

Regardless of how you compute the claim(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.pdf#search=depreciation%21schedule

Slide 12

PROGRAM METHOD OF COMPUTING DAYS

Do you have any Fund Code E student approvals?

YES

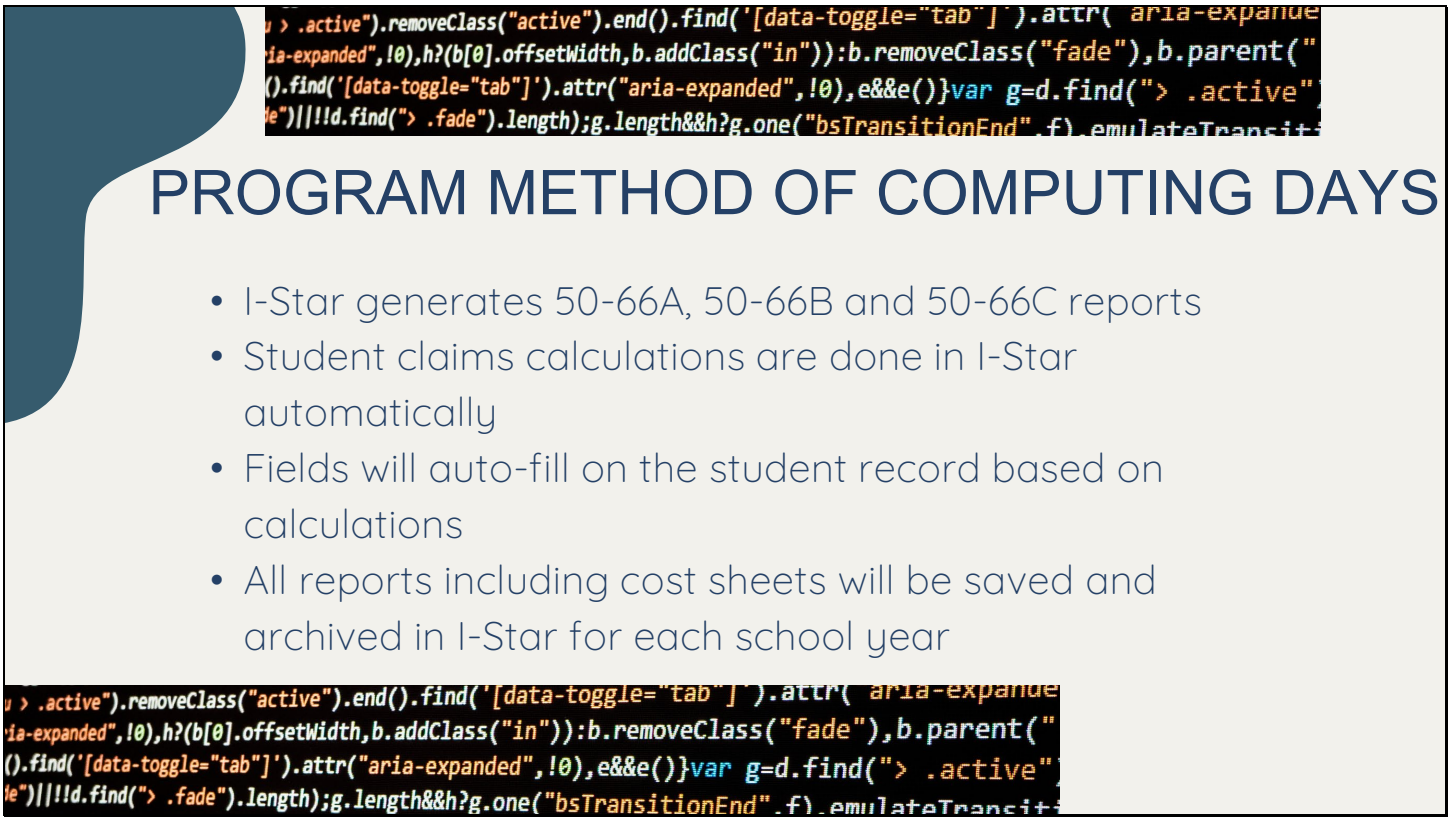
Can use Program Method

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

Can use Program Method

The program is an optional tool. Using this method is not a requirement.

Slide 13



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 any time.

PROGRAM METHOD OF COMPUTING DAYS

What is a Program (Cost Center)?

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.

--Section 130.10 according to the Reimbursement Procedures for Students with Disabilities

Slide 15

PROGRAM METHOD OF COMPUTING DAYS

What is the purpose of a Program (Cost Center)?
Determine the cost per pupil for special education tuition to claim for students that are Fund Code E and/or X.

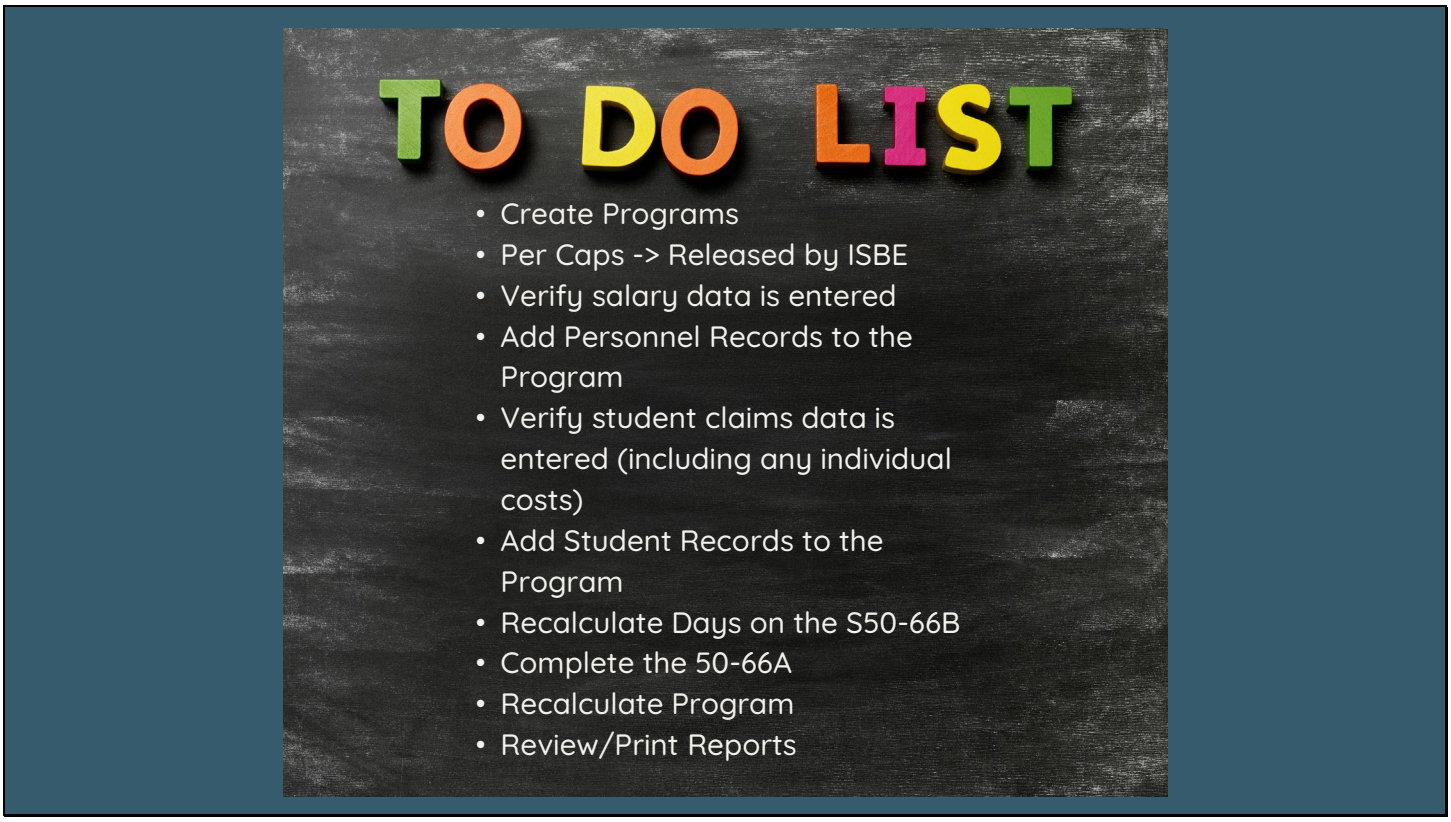
Which students are included in a cost center?

Cost Centers are specifically created for students 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 from the Case Manager, teachers, and aides should be included in the program. This is the only way to accurately reflect the 1.0 ADE.

- Total school or district-wide programs are time consuming, less profitable and defy the definition of a program
- Blended Classrooms cannot be claimed as programs, but co-taught are acceptable
- Early Childhood students should never be combined with KG-12 students to form a program. They are not entitled to regular education per cap percentage.

Slide 17



This slide 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.

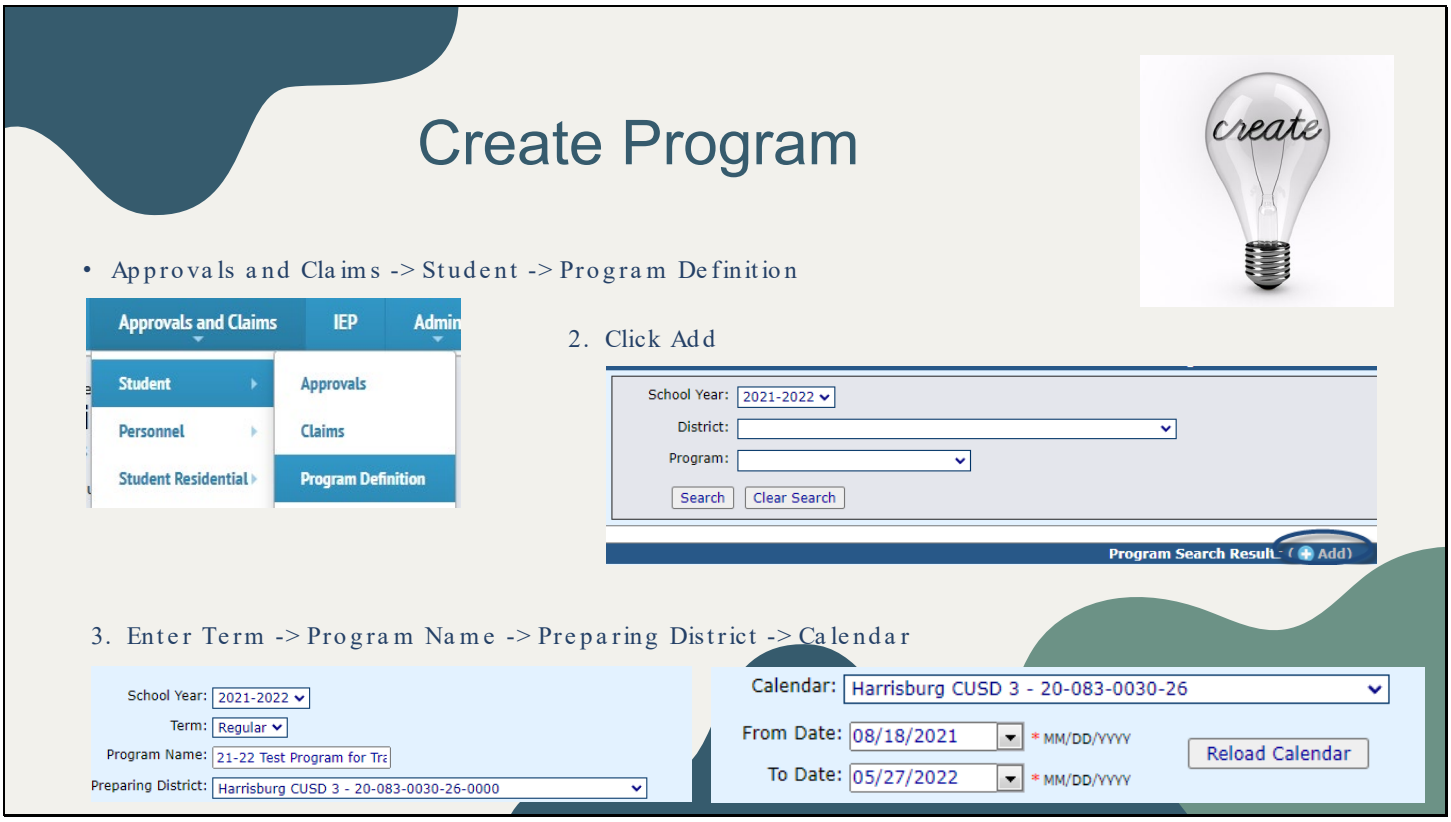
Remember, the 1.0 ADE for a cost center is what it costs to educate 1 student who is in a cost center 100 % of the time for the entire year with an FTE of 1.0. This is the goal of this process!!!

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.

Slide 18



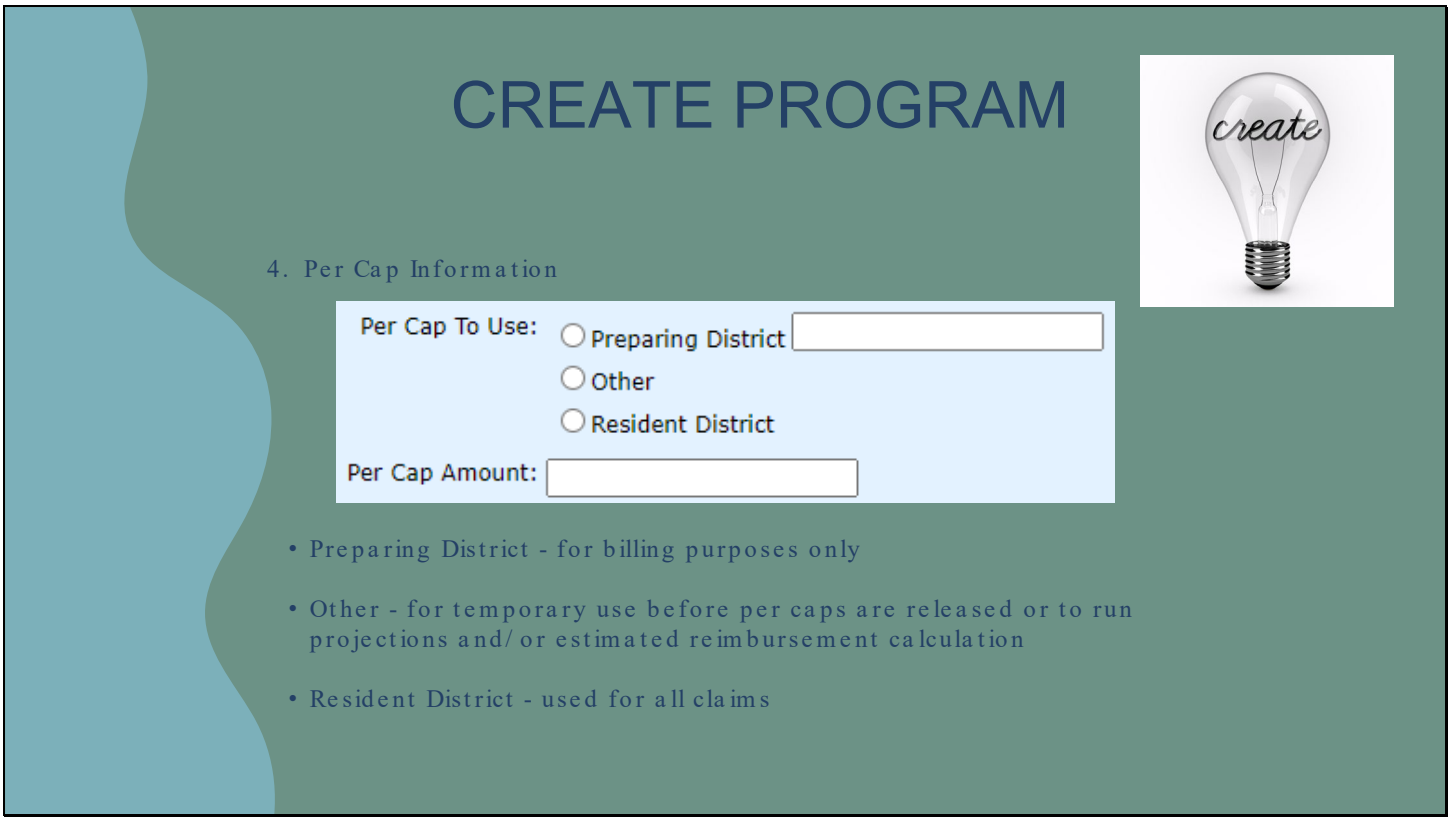
For the Data Entry person to be able to accurately create the cost centers, they will need:
* Access to the Program Definition
*A list of the cost centers
*A list of personnel involved with each cost center
*A list of students involved with each cost center

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

Slide 19



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

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

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

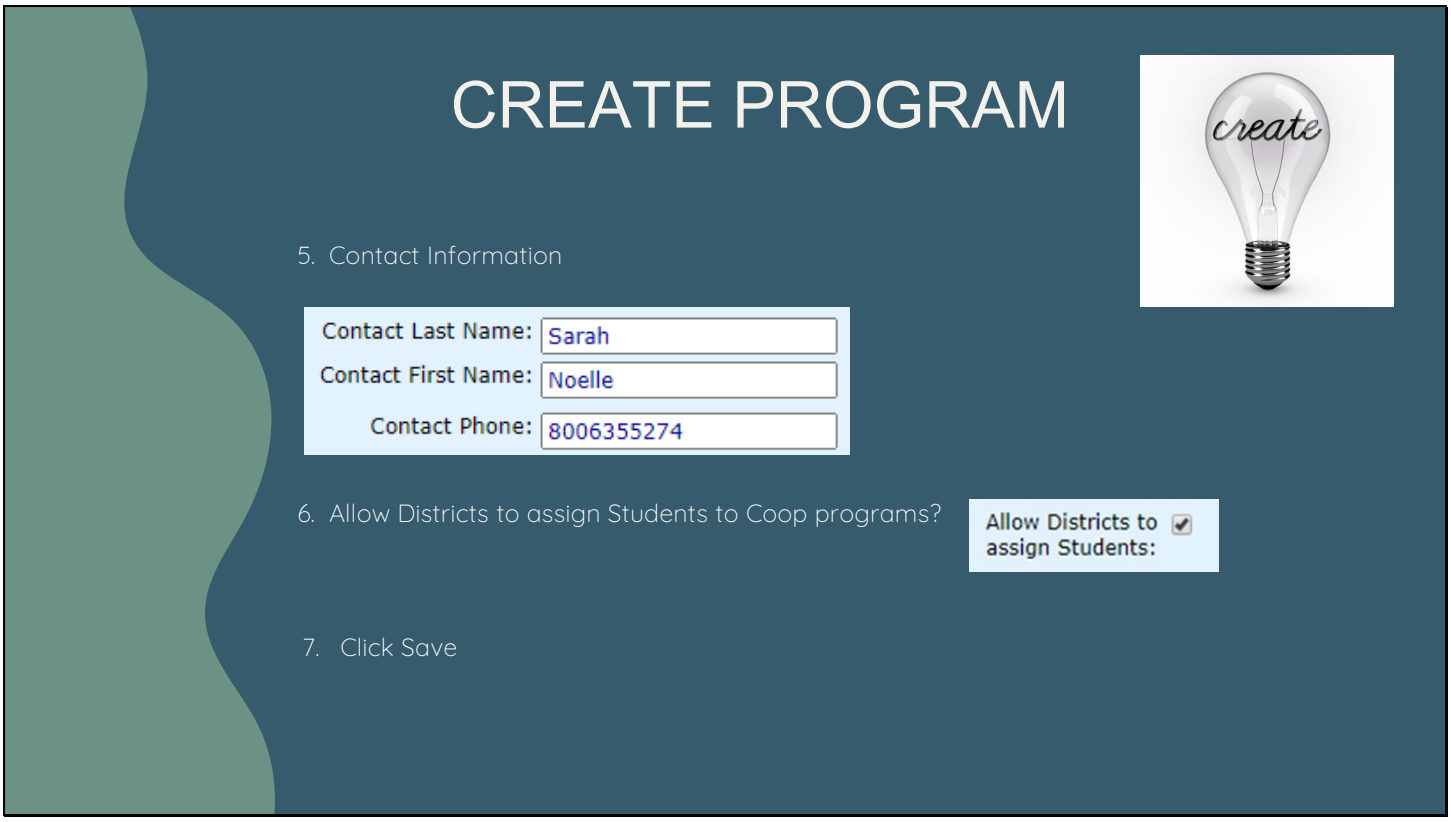
Use Resident District from Student's Approval record
The Resident District Per Cap is used by ISBE to calculate reimbursement for students.
The Resident District Per Cap should be selected if the Preparing District is the Resident District.

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.

Slide 20



Enter Contact Last Name -> Contact First Name -> Contact Phone

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

Click Save

Slide 21

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

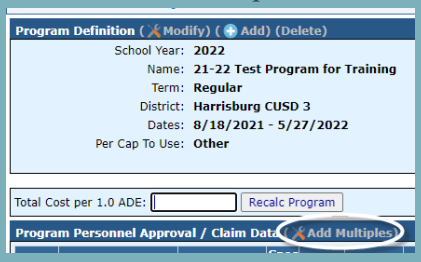
The salary information for each person that will be attached can be entered on the Personnel Approval record.

1. Personnel -> Approvals
2. Search for personnel to attach
3. Click Show Salary Info
4. Enter Local Salary and Benefits
5. If any portion of the salary is paid from non-local funds enter those amounts in:
   a. Total Federal Salary and Benefits
   b. Other Salary and Benefits
6. Evidence Based Funding Amount
   a. Personnel claims were eliminated a few years ago. Each district gets a static dollar amount each year for Personnel. This was based on $9,000 for full time teachers and $3,500 for paraprofessionals. The total was taken from the 2015-16 school year reimbursement. This button is on the landing page in I-Star and will display the district amounts. (Base Funding Minimum)
   b. EBF Offset should be adjusted based on this well before June to determine how much should have to be deducted from the program under receipts. In other words, you may not have to deduct $9,000/$3,500 per person if staff has increased since the base funding minimum was set. This should encourage districts to enter all staff providing services each year.

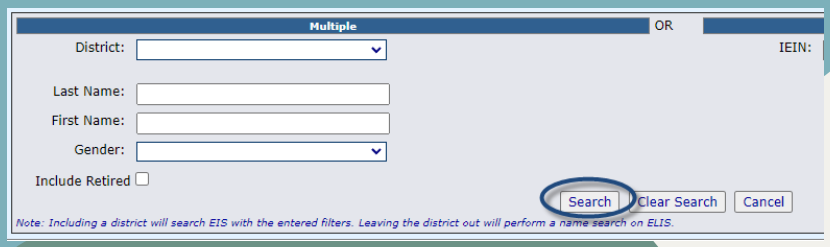
Slide 22

ADD PERSONNEL RECORDS TO THE PROGRAM

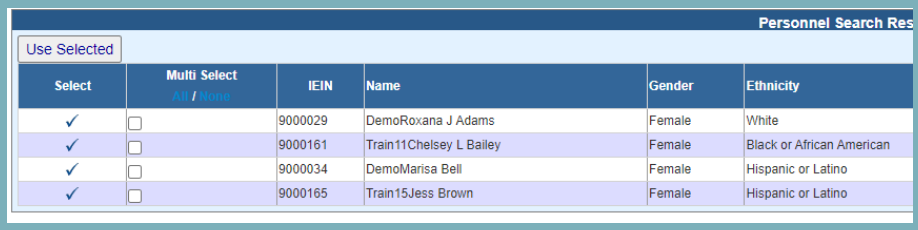
- Click Add Multiples



2. Search for staff to add



3. Check box for each personnel record that should be added to the program then click 'Use Selected'



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

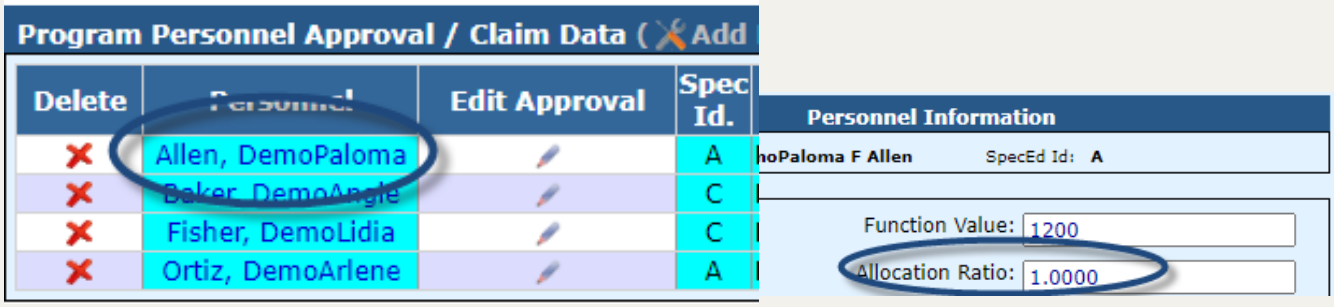
Note: This information should have been provided by the Special Education Director when receiving the list of cost centers.

Slide 23

ADD PERSONNEL RECORDS TO THE PROGRAM

If a staff member does not spend all of their time in this program and will be included in an additional program in I-Star, the allocation ratio must be less than 1.0.

To calculate the allocation 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.



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 their time with students in this program:
Allocation Ratio = 1.0.

However, if they see other students that are not in this program:
Allocation Ratio is NOT equal to 1.0 (a portion of their salary is being used when working with other students)

Slide 24

ADD PERSONNEL RECORDS TO THE PROGRAM

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

Personnel Data (Print) (Export)

Personnel	IEIN	Spec Id.	Function	Alloc. Ratio	Salary+Benefits	Salary Allo
Allen, DemoPaloma	9000081	A	1200	1.000	$63,068	$63,068
Ortiz, DemoArlene	9000038	A	1200	1.000	$72,405	$72,405
Baker, DemoAngie	9000028	C	1200	1.000	$17,500	$17,500
Fisher, DemoLidia	9000011	C	1200	1.000	$19,250	$19,250

P5066B Special Education Documentation Sheet 3/4/2022

SCHEDULE A - PERSONNEL DOCUMENTATION

Program: **21-22 Test Program for Training** **Regular Term 2021 - 2022**

IEIN Code	Name Work Assignment	Allocation Ratio	Total Salary	Salary Allocation	Evidence Based Funding Personnel	Ev. Based Funding Alloc	Total Federal Offsets	Fed Funds Allocation	Other State and Federal Salary	Other Salary Allocation
9000081 A	Allen, DemoPaloma ECT	1.00	64,568.00	64,568.00	9,000.00	9,000.00	1,000.00	1,000.00	500.00	500.00
9000038 A	Ortiz, DemoArlene SLD	1.00	73,405.00	73,405.00	9,000.00	9,000.00	1,000.00	1,000.00	0.00	0.00
9000028 C	Baker, DemoAngie PA3	1.00	17,950.00	17,950.00	3,500.00	3,500.00	450.00	450.00	0.00	0.00
9000011 C	Fisher, DemoLidia PA3	1.00	19,850.00	19,850.00	3,500.00	3,500.00	400.00	400.00	200.00	200.00
	Subtotals for Function 1200			175,773.00		25,000.00		2,850.00		700.00
	Grand Totals:			175,773.00		25,000.00		2,850.00		700.00

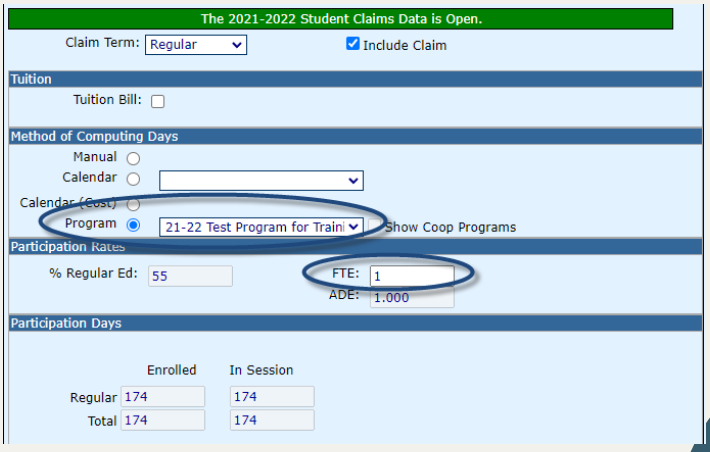
All Salary & Benefits and the Evidence Based Funding amount carry from the Personnel record to the Program to generate the P50-66B.

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

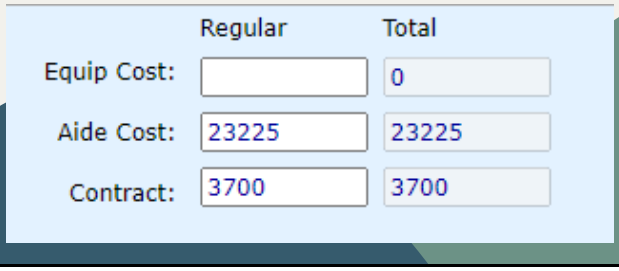
To view and/or print the P50-66B, click the Personnel Report tab on the Program Definition.

Slide 25

STUDENT CLAIM DATA ENTRY



Please Note: If a student has **Related Service 25** on the IEP and Approval record, 100% of transportation can be claimed for Fund Code 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.

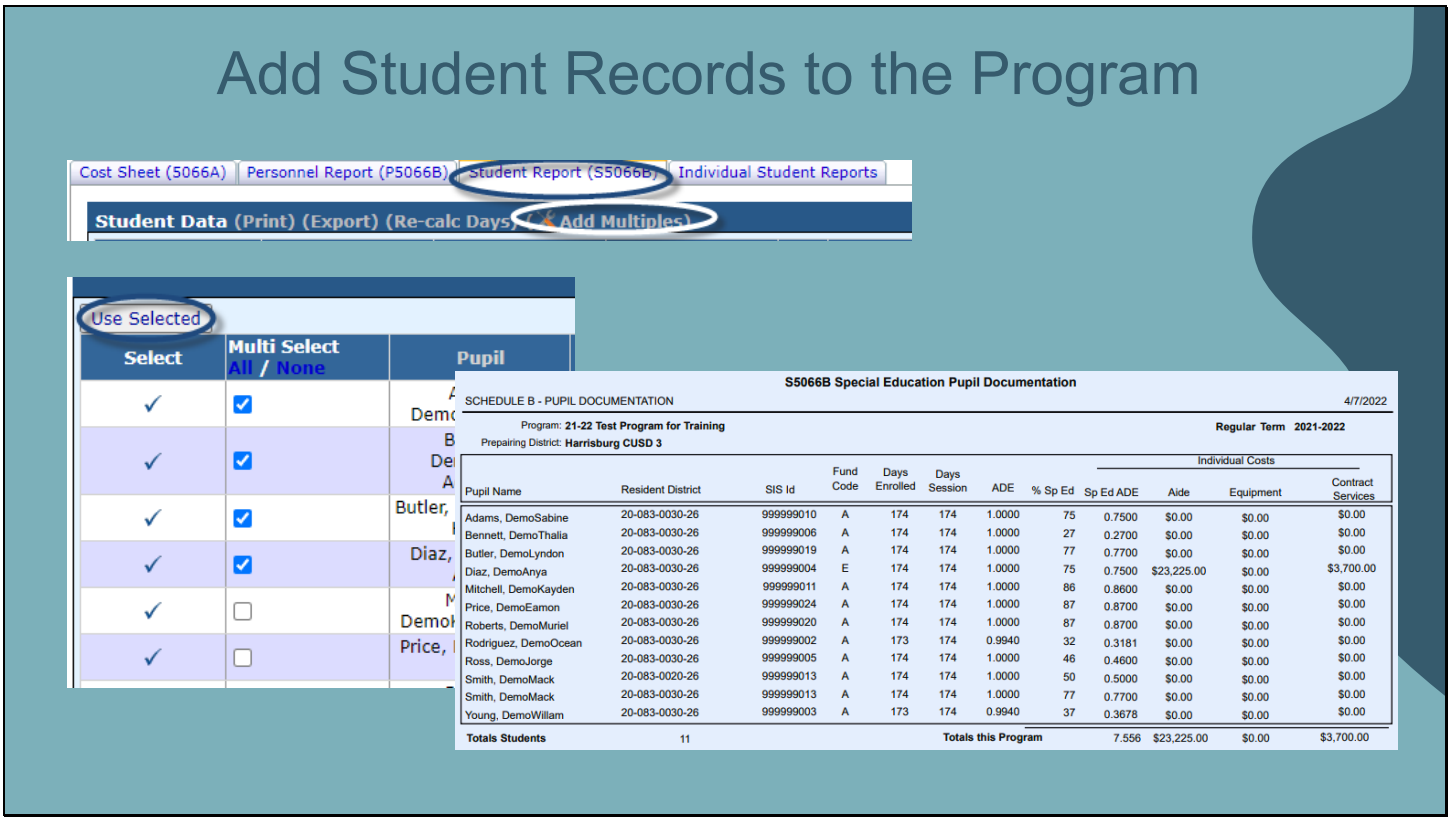
Confirm that FTE is entered

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

Slide 26



To attach students from the Program Definition instead of on each claims record:

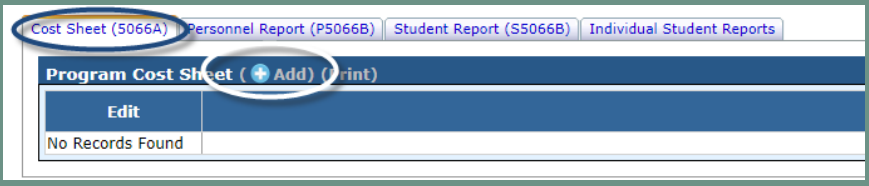
1. Click the Student Report tab.
2. Click Add multiples
3. Put a check in the box next to each student that should be added then click ‘Use Selected’
4. After all students are added, click Re-calc Days to ensure that all student days are reflected properly to calculate the ADE on the 50-66A

Slide 27

COMPLETE 50-66A

Items needed to complete 50-66A:

- Previous Year District Annual Financial Report (AFR) - located under Resources on Hbug website
- Data for use on the Tuition Cost Sheet spreadsheet - released by ISBE late Spring - located on ISBE's website and under Resources on Hbug website
- Documentation on any items purchased for the program not included on district expenditures AFR
- Open Program Definition and click Edit under the Cost Sheet (5066A) tab

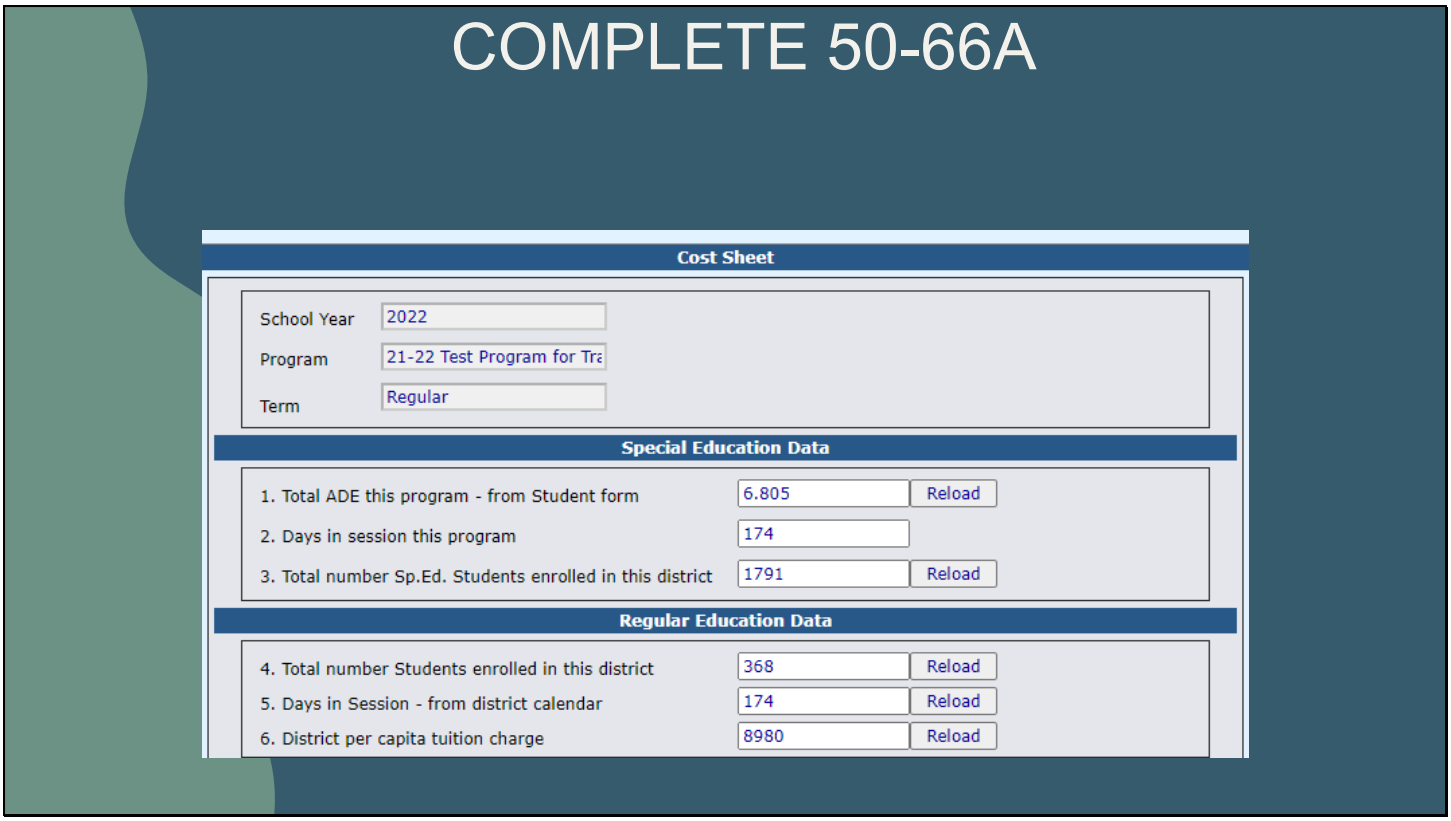


Next, the 50-66A must be completed to get the Total Cost per 1.0 ADE for each program. This is Line 37 of the 50-66A.

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.

Slide 28



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.

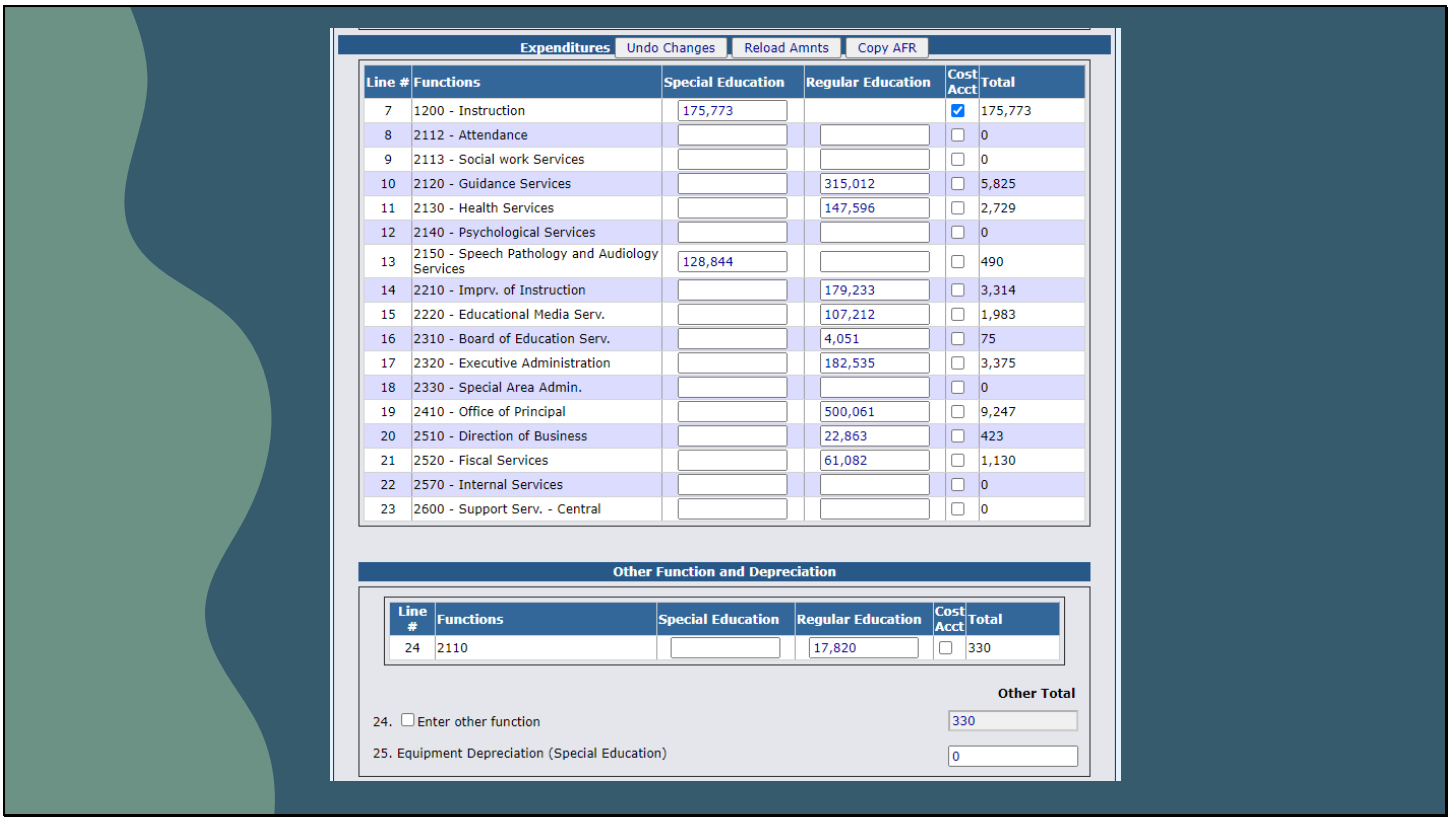
Line 3: Enter the total number of special ed students listed on the most recent Dec 1 child count. This is provided on the Data for use on the special education tuition cost sheet.

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.

Slide 29



Expenditures | Undo Changes | Reload Amnts | Copy AFR

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
7	1200 - Instruction	175,773		☑	175,773
8	2112 - Attendance			☐	0
9	2113 - Social work Services			☐	0
10	2120 - Guidance Services		315,012	☐	5,825
11	2130 - Health Services		147,596	☐	2,729
12	2140 - Psychological Services			☐	0
13	2150 - Speech Pathology and Audiology Services	128,844		☐	490
14	2210 - Imprv. of Instruction		179,233	☐	3,314
15	2220 - Educational Media Serv.		107,212	☐	1,983
16	2310 - Board of Education Serv.		4,051	☐	75
17	2320 - Executive Administration		182,535	☐	3,375
18	2330 - Special Area Admin.			☐	0
19	2410 - Office of Principal		500,061	☐	9,247
20	2510 - Direction of Business		22,863	☐	423
21	2520 - Fiscal Services		61,082	☐	1,130
22	2570 - Internal Services			☐	0
23	2600 - Support Serv. - Central			☐	0

Other Function and Depreciation

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		17,820	☐	330

Other Total

24. ☐ Enter other function — 330

25. Equipment Depreciation (Special Education) — 0

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

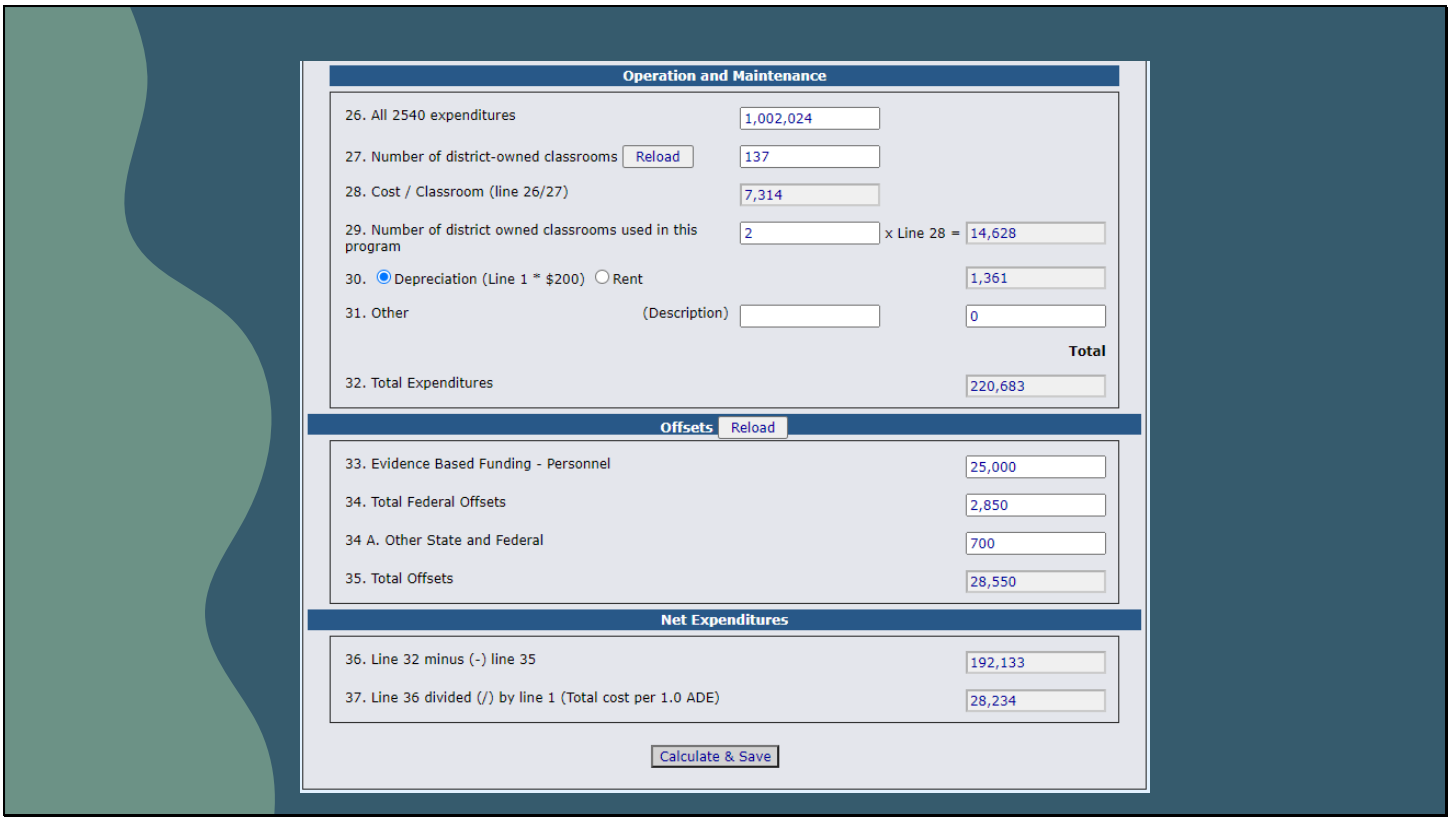
Lines 8-24: Enter all expenditures in either Column A or Column B to designate the population to which expenditures directly pertain. Do not include expenditures incurred for an individual student. These costs are listed on the Special Education Tuition Bill and/or Claim Computation (ISBE Form 50-66C). 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, 2106, 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.

Slide 30



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.

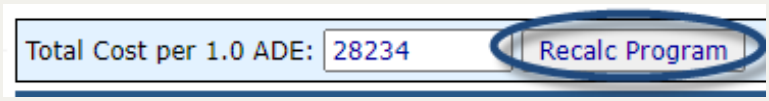
Line 35: Total of lines 33 and 34.

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 reflects what it costs to educate one student who is 100% special ed, has a 1.0 FTE, and is in this program all year.

Slide 31

RECALCULATE PROGRAM



- Populate 50-66C and/or Tuition Bills for the Program

- Calculates Costs on student records and estimated reimbursement
- As due dates approach, this process will run nightly automatically

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

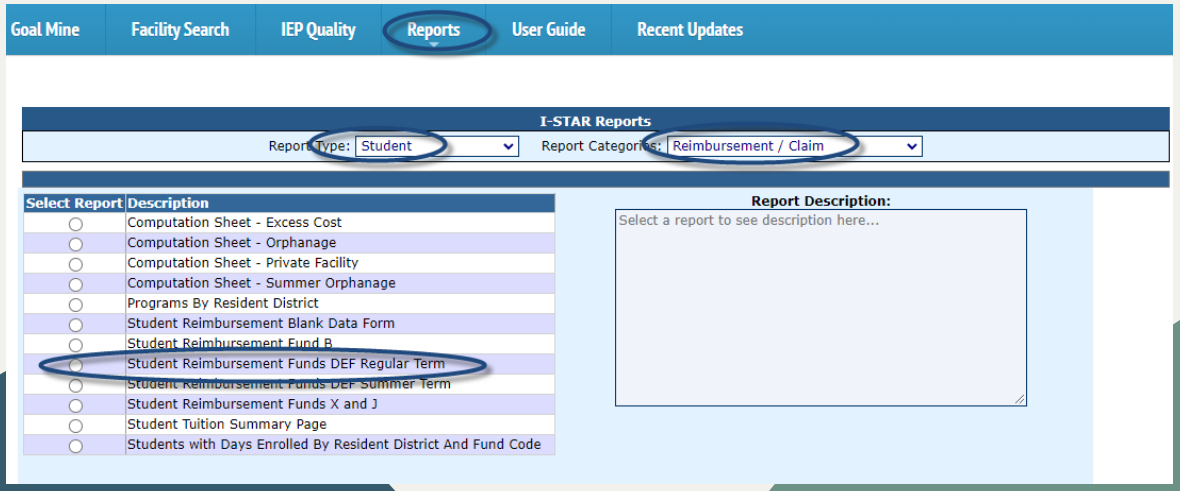
Individual Student Reports can be viewed and/or printed by clicking Individual Student Reports.

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

Slide 32

REIMBURSEMENT REPORTS

Print or Save Reports for record:
Student Reimbursement Funds DEF Regular Term



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