ARKANSAS DEPARTMENT OF EDUCATION
SPECIAL EDUCATION

CATASTROPHIC OCCURRENCE REGISTRY SYSTEM USER'S GUIDE
2018-19
December 12, 2018

*This is a guide for the MySPED Catastrophic system.

*For information on Catastrophic claims, please refer to the Catastrophic PPT.

BEFORE YOU START

- Special Education Catastrophic Occurrence claims must be registered on the MySPED site by end of day **February 6, 2019**, in order to file for reimbursement on **May 1, 2019.**

- To register, each student must be <u>entered and saved </u>into the Catastrophic Occurrence Registry in MySPED Resource and prescribed IEP pages submitted to:

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

- The **final cost** must be submitted **between February 15, 2019, and May 1, 2019,** in order for the student to be considered for reimbursement.

IMPORTANT DATES

Catastrophic Dates	
December 1, 2018- February 6, 2019	Potentially eligible students must be entered/registered into the ADE SPED MySPED system by entering and saving each student into the Catastrophic Occurrence Registry Application.
February 15, 2019-May 1, 2019	Designated pages (refer to Catastrophic PPT) of student IEPs are to be mailed to: ADE Special Education Unit Attn: Catastrophic Funding 1401 West Capitol, Suite 450 Little Rock, AR 72201
May 1, 2019	Final Cost for each student must be entered and saved in the Catastrophic Registry.
May 1, 2019	Submit completed Superintendent's Certification. Either Fax to 501-682-4313 **OR** mail original to: ADE Special Education Unit Attn: Catastrophic Funding 1401 West Capitol, Suite 450 Little Rock, AR 72201

REGISTRATION

- Registration is a matter of entering identified students into the **Catastrophic Registry on MySPED** under the Finance Tab.
- Minimal information is required to complete registration.
- The Catastrophic Registry will open **December 1, 2018**.
- Click the **SAVE** button after each student entry for the information to be saved into the system.
- After **February 6**, **2019,** the registry will no longer accept new entries.
- Modification and deletion of students is still allowable after the reopening of the registry **February 15, 2019**.
- **Database will close February 6 and reopen February 15, 2019.**

SUBMISSION

- Once a student has been registered in the system, continuous modification of student and financial information is allowed through **May 1, 2019**.

- Expenses for each student must be collected and accurately submitted into the Catastrophic Registry.

- **February 15-May 1, 2019,** is the submission period to complete a student reimbursement claim.

- To submit a claim, click the ***Actual Claim Tab*** and hit the ***Submit Claim*** button.

- When a claim has been submitted for all qualifying students, print a copy of the main screen, which lists each student submission date for district records.

CATASTROPHIC IDENTIFICATION PROCESS

A student has multiple and complex needs that require special education and related services which are *"unduly expensive, extraordinary or beyond the normal and routine costs"* (associated with special education & related services) A.C.A. 6-20-2303(20).

CATASTROPHIC IDENTIFICATION PROCESS, continued

- Districts should identify their students now and register them on the MySPED site. (Dec. 1, 2018 to Feb 6, 2019)

- Once a student is identified, districts will register and enter year to date cost amounts by item and account code, then SAVE. (Feb 15, 2019 to May 1, 2019)

- Logging into the system will allow additional entries of new costs incurred since prior entries.
  - The Registry application will then accumulate a new year to date total.

GETTING STARTED

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 *Catastrophic Occurrence Registry* and click *Claim Submission*.

ENTERING STUDENTS

New for 2019

When the main screen for Catastrophic Occurrence Registry is opened, **ALL** students submitted last year will appear on the screen. Notice the title over each column. This screen allows addition of new students and the ability to delete or edit existing students in the registry. Click on **Add New Student** to enter a new student record.

The student's *Last Name, First Name, last 4 digits of the SSN, Grand Total* and the *Submission Date* (date that the student record was submitted for reimbursement) are displayed.

Once all eligible students have been submitted, this screen should be printed as documentation for completion of the reimbursement claim process.

Support	Monitoring	Finance	Personnel	Students	Exit

SCREEN: **Catastrophic Occurrence Registry**   FISCAL YEAR: [2018/19 ▾]
LEA: **9999   ADE - SPECIAL EDUCATION UNIT**
MESSAGE:

- Catastrophic 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
- Catastrophic closes on Feb 6th with read ability; editing any data is not allowed
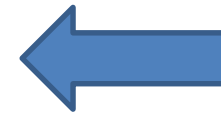
NEW

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

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

| Paraprofessional Verification Report | | Student Details Report |

[Add Student]

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

		Last Name-▲	First Name	SSN	Grand Total	Submission Date	Fund Approval	Fund Amount	Review Status
📝	✖	Test	Test	1234					Pending
📝	✖	Test III	Test	4545	$				NEW
📝	✖	Tim	Tom	0808					Pending

10

ENTERING INFORMATION

- 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.

REQUIRED QUESTIONS

- 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.
  - **This is a 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.

- If the PCA is not trained, an explanation is required as to why the PCA has not received the training.

REQUIRED QUESTIONS, continued

This information will roll over from last year. Grade will roll up to next grade.

These answers can be updated until Feb 6.

COSTS

- **NEW: The cost section will not open until February 15.**

- Six tabs are shown
    - Instructional Costs
    - Related Service Costs
    - Direct Service Costs
    - Offsets
    - Actual Claim
    - Print Preview

- Click on each tab to enter information.

TAB 1: INSTRUCTIONAL COSTS

| 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 (Prorating is permissible for 1:6,1:10 and 1:15)					
b) Speech Language Pathologist (Prorating the Salary is permissible)					
c) Special Education Para					
d) Other Costs1 (Specify):					
e) Other Costs2 (Specify):					

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

Is this a special class setting?   --Select--

How many Paras are in the classroom?

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

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.)

Save   Exit

INSTRUCTIONAL COSTS, continued

When the Instructional Costs tab is chosen, three types of Instructional Costs are listed:

a)   Special Education Teacher

b)   Speech Language Pathologist

c)   Special Education Para

     How many paras are in the classroom?
     Student Para Ratio?
     Is para support included in the student IEP?

d)   Other

e)   Other

Answer the questions and complete the comment box with a **thorough** explanation of claims for each cost. (See examples on previous page)

INSTRUCTIONAL COSTS, continued

For each type of Instructional Cost, enter the name of the person providing the service and the 21 digit account code.
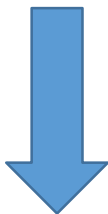
Example: **1000-1240-001-200-00-61110**

Fund Source of Fund: 1000 or 2000

- Function Code: 1240
- Location Code: 001
- Program Code: 200
- Subject Code: 00
- Object Code: 61110

- To enter Salary and Benefits use salary account code (21 digits).
- Double check to ensure the account function code matches the description/calculation in the claim.
- Purchase service is only used for contract services. (Do Not use for salaried employees).

TAB 2: RELATED SERVICE COSTS

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

Related Service Costs:

Description	Name,Provider,Item,etc.	*Account Code	Student Cost ($)
a) Speech Language Pathologist	Speech Path Related	111111111111111111133	1000.00
b) Physical Therapist	PT Related	222222222222222222244	1500.00
c) Occupational Therapist	OT Related	333333333333333333355	2500.00
d) Private Duty Nursing Services	Nursing Related	444444444444444444666	1500.00
e) Personal Care Assistant	Personal Care Related	555524685555555555577	1000.00
f) Educational Interpreter	EI Related	666666666666666666688	1500.00
g) Mental Health Services	Mental Related	777777777777777777799	1600.00
h) Assistive Technology Services	AT Related	888888888888888888800	2500.00
i) Transportation Para	Transportation Para Rela	999954329999999999912	1600.00
j) Medicaid State Match	Medicaid Match	000000000000000000000	1500.00
k) Others (Specify)	Other Related	111111111111111111122	0
Total			16,200

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

In the comment section below, explain how amount claimed in a),b),c),d),e),f),g),h),i),j) and k) above was determined. (Record the appropriate letter for each amou etter.) Include number of paras in the classroom, pupil-teacher (para) ratio, student-driver ratio, etc.

Related Comments

Save   Exit

RELATED SERVICE COSTS, continued

There are 11 types of Related Service Costs listed:

a) Speech Therapy

b) Physical Therapy

c) Occupational Therapy

d) Private Duty Nurse
- Have you accessed Medicaid for this service?

e) Personal Care Assistance
- Have you accessed Medicaid for this service?

f) Educational Interpreter

RELATED SERVICE COSTS, continued

There are 11 types of Related Service Costs listed:

g) Mental Health Services

h) Assistive Technology Services

i) Transportation Para

- How was the cost calculated? How many students are being transported?

j) Medicaid State Match

k) Other

- Added for any additional Related Service Costs

Complete the comment box for each area being filed.

RELATED SERVICE COSTS, continued

For each type of Related Service Cost, enter the name of the person providing the service and the 21 digit account code and the student cost.

Example: **1000-1240-001-200-00-6_ _ _ _**

- Fund Source of Fund: 1000
- Function Code: 1240
- Location Code: 001
- Program Code: 200
- Subject Code: 00
- Object Code: 6_ _ _ _

The *Related Service total* is automatically calculated when the *Student Cost* is entered.

TAB 3: DIRECT SERVICE COSTS

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

Direct Service Costs:

Description	Name,Provider,Item,etc.	*Account Code	Student Cost ($)
a) Durable Medical Equipment			0
b) Assistive Technology Devices			0
c) Alternative Communication			0
d) Training			0
e) Others1 (Specify):			0
f) Others2 (Specify):			0
		Total	

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

In the comment section below, explain how each amount claimed in a),b),c). d) Only include Prorated portion of training required for this student with a

Save   Exit

DIRECT SERVICE COSTS, continued

There are four main types of Direct Service Costs:

a)   Durable Medical Equipment/Supplies

b)   Assistive Technology Devices

c)   Alternative Communication

d)   Training
   - must be specific to the student or pro-rated

e)   Other Direct Services
   - added for any additional Direct Costs

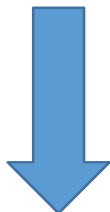f)   Other Direct Services

DIRECT SERVICE COSTS, continued

- Under each type of Direct Service, enter the name of the service provider, the 21 digit account code and the student cost.
- The Direct Service total is automatically calculated when Student Cost is entered.

Example: **2000-1240-001-200-00-6_ _ _ _**

- Fund Source of Fund: 2000
- Function Code: 1240
- Location Code: 001
- Program Code: 200
- Subject Code: 00
- Object Code: 6_ _ _ _
- The Direct Service total is automatically calculated when the Student Cost is entered.

- **Again, complete the comment box to explain what service(s) were provided.**

TAB 4: OFFSETS

Offsets:

Medicaid Claim	$ 0
Third Party	$ 0
Title VI-B	$ 0 *

Others (Please Specify)

Description	Amount
	$ 0
	$ 0
	$ 0

**Note: Title IV-B offset amount will be pre-loaded by Grants & Data Management. ESY revenue must be included as an offset.

Save   Exit

OFFSETS, continued

- Click on the Offsets Tab. Key in the *Medicaid Claim*, *Third Party Liability* and the three extra spaces to list additional types of offsets (i.e. ESY) and amounts (if needed).

- The ***Title VI-B*** contribution amounts for the student will be calculated by Special Ed Finance and will be entered for each student after submitted.

- User will not be able to make any entries or changes to the VI-B field.

- The offsets will be deducted from the total cost to derive at the actual expenses for the student.

TAB 5: ACTUAL CLAIM

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

Instructional Costs	$31,200
Related Service Costs	$16,200
Direct Service Costs	$0
Grand Total	**$47,400**
Offsets	($0)
Actual Claim	**$47,400**

The School District Superintendent certifies that this Special Education Catastrophic Occurrence claim is submitted as defined by Arkansas Code Annotated 6-20-2303 (20). The superintendent also certifies that the student data from which this report is generated are accurate and that the ADE - Special Education Unit is responsible for educating each student for whom reimbursement is requested.

Submit Claim

Save   Exit

ACTUAL CLAIM, continued

- Click on the *Actual Claim* tab to view *All Costs, the Grand Total, Total Offsets, and the Actual Claim Total*.

- The *Actual Claim Total* must be at least $15,000 to be considered for catastrophic reimbursement and to submit a claim.

- The *Submit Claim* button will only be available between **February 15, 2019, and May 1, 2019**.

- A claim must be submitted on each qualifying student in order to be considered for reimbursement.

- Please print a copy of the main screen for district records.

TAB 6: PRINT PREVIEW

- Print Preview will allow the user to scroll through all 5 tabs of the claim.

- Editing information is not allowable in the Print Preview window.

CATASTROPHIC REGISTRY SCREEN

- Use the initial main screen to verify that all students are entered, that claim totals are accurate and <u>submission dates are displaying</u> for all students.

- The *Actual Claim* (after offsets) for a student must be at least $15,000 to be considered for catastrophic reimbursement.

- **Note: If Grand Total is $0, district did not SAVE the claim information.**
  - **On May 1, 2019, if the Grand Total is $0, the information was not submitted.**

PARAPROFESSIONAL VERIFICATION REPORT

Districts can now pull a Paraprofessional Verification Report on the main screen to check for accuracy before submission. This is a compiled report including all students entered.

SUPERINTENDENT'S CERTIFICATION REPORT

- Print the Superintendent's Certification Report **after all submissions are complete.**
- Print and Fax a signed copy of the Superintendent's Certification to:
  Special Education Finance
  Fax: 501-682-4313

  OR

- Mail the original to:

  ADE Special Education Unit

  Attn: Catastrophic Funding

  1401 West Capitol, Suite 450

  Little Rock, AR 72201

- Only one copy is required to be submitted to Special Ed Finance.
- Keep a copy on file for your records.

Superintendent's Certifcation Report for Catastrophic Reimbursement

Fiscal Year:

LEA :   -

Record #	First Name	Last Name	Grand Total	Submission Date
1				

I certify that the student data from which this report is generated are accurate, that my district is responsible for educating each student for whom reimbursement is requested, and that district funds have been expended in the amount and manner (including the account codes) shown on each students claim form.

_____   _____

Superintendent's Signature   Date

Note: Fax signed certification form to (501) 682-4313 attn: Grants and Data Management

Important Filing Information

Saving and Editing Information

- Click on SAVE at the bottom of each screen once the information is entered.

- To go back to a student record that has previously been entered, click on EXIT at the bottom of the screen.

- Select the EDIT button beside the student name.

- Once changes have been completed, be sure to SAVE the student record.

Deleting Information

- To DELETE information within a student record, DELETE the current text and type new information.

- If new information is not needed, leave text boxes blank and key in the number zero (0) for boxes that require a numerical value.

- To delete an entire student record, go to Add New Student screen, and click on X next to the student's name to delete.

- Once DELETE X is pressed, the record is completely erased.

Important Filing Information, continued

Print Preview

- Click on the Print Preview tab to view all information that has been entered for the student.
  - Print Preview shows all screens on one page.
- Print this screen when information has been saved and keep for district records.
- CAUTION: editing is not allowable in PRINT PREVIEW.

Exiting

- To EXIT the Catastrophic Occurrences/Registry application, click EXIT at the bottom of any screen.
  - Be sure to SAVE before Exiting.

CONTACT INFORMATION

Catastrophic questions should be submitted by email to:

- Chris Foley   christina.foley@arkansas.gov

When sending emails to Special Ed finance staff, please include the name of your school and the LEA number.