SPECIAL EDUCATION RESIDENTIAL PLACEMENT

USER'S GUIDE FOR DISTRICTS
FY 2021-22

PROGRAM OVERVIEW

The Arkansas Department of Education (ADE) receives an annual appropriation to reimburse school districts for educational costs for disabled and nondisabled students admitted for short-term and long-term placement in approved residential alcohol/drug abuse and psychiatric facilities. The facility must be an approved Arkansas residential facility. Students receiving educational services in residential treatment facilities are not included in the district's average daily membership. **Any student (whether disabled or nondisabled) receiving educational services in a residential treatment facility for whom reimbursement is requested from the other system ADE should be coded in the Arkansas Public School Computer Network (APSCN) as a Resident "X".**

Payments received from the ADE designated as FSOF 2250 or 2255 are reimbursements for payments made by school districts to approved residential facilities. For ease of administration, all accounting transactions associated with these ADE payments should be coded as follows:

Coding for Residential Funding - Disabled Students

- Residential Funding—Disabled Students

- FY 2021-22 Funding — $60 Per Day

- Revenue must be coded as **Fund/Source 2255 Revenue Code 32340**.

- Expenditures for Residential Funding — Disabled must be coded as:

Fund/Source 2255   Function 1270   Program Code 200   Object Code 65690

 These expenditures should equal but not exceed residential funding for disabled students that is received from the state.

Coding for Residential Funding Non-Disabled Students

- Residential Funding—Non-Disabled Students

- FY 2021-22 Funding—$60 Per Day

- Revenue must be coded as **Fund/Source 2250 Revenue Code 32330**.

- Expenditures for Residential Funding—Non-disabled must be coded as:

  Fund/Source 2250   Function 1197   Program Code 000   Object Code 65690

These expenditures should equal but not exceed residential funding for non-disabled students that is received from the state.

In-State Facilities

The school districts listed in the table have a facility within their city/town. Residential reimbursement requests will be submitted online through the web-based Residential Placement Application (RPA) by the facility. These school districts will use the web-based RPA to verify the request submitted by facility in their jurisdiction. During verification process districts must contact the facilities if there are any billing discrepancies.

Out-Of-State Facilities
School districts will be receiving bills from the Out-Of-State facility. All out-of-state residential reimbursement requests must be submitted online through the MYSPED Residential Placement Out-of-State (RPA) by the district from which the student resides. Districts can requests reimbursement for disabled students only.

*Note: The reimbursement rate will be $60 per day.

LEA#	School District
0203	Hamburg
1602	Westside Cons. (Jonesboro)
1611	Nettleton
1803	West Memphis
2002	Fordyce
2203	Monticello
2301	Conway
2603	Hot Springs
6001	Little Rock
6003	Pulaski County
6201	Forrest City
6303	Bryant
6601	Fort Smith
7203	Fayetteville
7207	Springdale
7311	Searcy

REQUESTING CURRENT QUARTER REIMBURSEMENTS

All reimbursement requests must be submitted online through the web-based Residential Placement Application (RPA) by the facility for in-state or by the resident district for out-of-state requests. The calendar shown in the table below indicates Quarter (Service) Begin and End dates, quarterly RPA data entry dates, and quarterly deadlines for the submission of requests and the "Superintendent's Certification".

** RPA Cycle - Days that the Residential Placement Application will be available for data entry.
NO ENTRIES FOR REIMBURSEMENT REQUESTS AFTER 5:30 P.M. ON THE RPA CYCLE CLOSE DATE

	Quarter (Service) Begin Date	Quarter (Service) End Date	Days in Quarter	***RPA*** Cycle	DEADLINE for Facilities/Districts to Enter Student Data	DEADLINE for Superintendent Certification
Quarter 1	August 16, 2021	October 29, 2021	52	August 16 - November 5	November 5	November 12, 2021
Quarter 2	November 1, 2021	December 17, 2021	30	November 1 - January 7	January 7	January 14, 2022
Quarter 3	January 3, 2022	March 31, 2022	56	January 3 - April 8	April 8	April 15, 2022
Quarter 4	April 1, 2022	May 26, 2022	40	April 1 - May 26	June 3	June 10, 2022
		TOTAL DAYS	178			

This calendar enables all residential facilities to invoice school districts for a maximum of 178 days of education service. The calendar has been set so the same dates will be available for all in-state and out-of-state residential facilities to provide education services and invoice districts for these services. Make-up days for missed days may be requested by the facility representative by emailing a request to Mikki.Eubank@ade.Arkansas.gov and copy Josh.Hart@ade.Arkansas.gov.

Non-Billable Dates

Monday	August 16	First Day		(First Billable Date)
Monday	Sept 6	Labor Day	1	No School---Cannot bill for this day.
Friday	Oct 15	Prof. Development	1	No School---Cannot bill for this day.
Monday	Oct 18	Prof. Development	1	No School---Cannot bill for this day.
Mon-Fri	Nov 22-26	Thanksgiving	5	No School---Cannot bill for these days.
Mon-Fri	Dec 20-31	Christmas-New Year	10	No School---Cannot bill for these days.
Monday	Jan 17	MLK Day	1	No School---Cannot bill for this day.
Monday	Jan 31	Prof. Development	1	No School---Cannot bill for this day.
Monday	Feb 21	Prof. Development	1	No School---Cannot bill for this day.
Mon-Fri	March 21-25	Spring Break	5	No School---Cannot bill for these days.
Thursday	May 26	Last day		(Final Billable Date)

The only exceptions to the non-billable dates are dates approved by the Special Education Finance office as make-up days. Make-up days (due to weather and/or road conditions) may be requested by the facility representative by emailing the request for missed days to Mikki.Eubank@ade.arkansas.gov and copy Josh.Hart@ade.arkansas.gov.

SUPERINTENDENT CERTIFICATION

Following the quarterly RPA Cycle dates shown in the REQUESTING CURRENT QUARTER REIMBURSEMENTS section on page 4, email to mikki.eubank@arkansas or fax the signed "Superintendent Certification" sheet to Special Education Grants and Data Management at 501-682-4313 by the indicated deadline. Make sure to print the "Superintendent Certification" before the application closes (the RPA Cycle end date) each quarter. NO ADE PAYMENT WILL BE MADE UNTIL THE SIGNED SUPERINTENDENT CERTIFICATION IS EMAILED OR FAXED TO GRANTS AND DATA MANAGEMENT.

SUBMISSION OF PRIOR QUARTER REIMBURSEMENT REQUEST

Please note that once a quarter's RPA cycle is closed, you will have to key **late** reimbursement requests in the **RPA Late Submissions Application**. Any late request for reimbursement must be submitted through the RPA Late Submission application. Late submissions are only available for 1st, 2nd and 3rd quarters. **Please note that late requests may be submitted _online_ at any time but will not be considered for payment from the ADE until the 4th quarter of the fiscal year. Late submissions will be paid only during the 4th quarter of the fiscal year and only if sufficient funds remain after all current quarter requests have been processed/paid.**

GETTING STARTED

Once the district has logged into MYSPED Resource place the mouse cursor over Finance. A drop down menu will display. Place the mouse cursor over Residential Placement and another menu will appear with five options: Residential Reimbursement – view only, Facility Report, Superintendent Certification, Late Submission – view only and Late Submission – Supt. Certification. (next page)

Verification of Residential Request

Click on "Residential Reimbursement". The Residential Placement Application (RPA) will come up on the screen. Billing request information from the facility for residential reimbursement will be displayed and be available via this menu. The 16 districts with facilities in their jurisdiction will need to verify information and administer the usual procedures before submitting signed Superintendent Certification to the Special Educations Grants and Data office.

Quarterly Reimbursement Report

Current Quarter: [Q4 ▾] [Get Data] [Facility Report] [Superintendent Certification – Q4]

Total Instructional Days: **48**

Total Reimbursement Amount: **$2880**

The Out-of-State Residential Reimbursement Application is an additional form to request reimbursement for students who are placed outside of the state of Arkansas in an approved out-of-state facility. To access this application, select Finance > Residential Placement – Out of State > and click on Residential Reimbursement.

Select the quarter, for entering information, from the drop down box at the top of the screen and click "Get Data". Key in the data for the quarter selected. The data entry section is set up the same way as the Residential Placement Application. When all information has been keyed, click the "Facility Report" button to view totals by facility. Click on the Superintendent Certification button for the Superintendent to sign and follow the instructions on the document.

ENTERING INFORMATION

Once you are on the RPA screen, click on <u>Add New Student…</u> to begin entering your information.

	First	Middle	Last	SSN	Birthdate	Disability Status	Facility	Begin Billing	End Billing	Instructional Days
Add New Student…										

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All fields are required except the "Middle" name field. Key in the student demographic information, including first/middle/last name, SSN, and the Birthdate. Insert a "D" for Disabled or a "N" for Nondisabled in the Disability Status field. Select the facility that the student was placed in from the drop down menu and key in the Begin Billing date and End Billing date.

A student can be entered more than once in the same quarter. However, the RPA will not accept dates that are the same for one student. For example, If Jane Doe enters Conway Behavioral Health at Conway on 08/31/2021, exits on 09/05/2021, and reenters on the same day she exited (09/05/2021), her second begin date will have to be keyed in as 09/06/2021. The same applies even if the student has been placed at a different facility. (Example: Page 8)

	First	Middle	Last	SSN	Birthdate	Disability Status	Facility	Begin Billing	End Billing	Instructional Days
X	Jane	A	Doe	555555555	05/05/1995	D	Horizon at Ft.Smith	08/31/2006	09/05/2006	3
X	Jane	A	Doe	555555555	05/05/1995	D	Horizon at Ft.Smith	09/06/2006	09/07/2006	2
X	James	Z	Doel	777777777	06/06/1996	N	Piney Ridge at Fayetteville	08/31/2006	09/05/2006	3
X	James	Z	Doel	777777777	06/06/1996	N	Youth Home at Little Rock	09/06/2006	09/07/2006	2
	Add New Student...									

The last field "Instructional Days" is not editable. It is an automatic calculated total of the number of days (per student) that are billable according to the Beginning and Ending Billing Dates that were entered. The RPA uses the calendar outline on page 6 and 7 when figuring instructional days (refer to for any date that is billable as an instructional day). Non-billable days will not show in the total under "Instructional Days".

At the top of the screen, "Total Instructional Days" gives you the total of billable days that will be reimbursed for in the quarter, and the "Total Reimbursement" gives the total amount of reimbursement (# of days x $60) that your district will receive for the quarter that you are keying.

Total Instructional Days: **10**   Total Reimbursement Amount: **$600**

SAVING AND EDITING INFORMATION

Once all information is entered for a student click on ⧉ (the *SAVE* icon) to save the information. If you need to go back to a student record that has already entered and saved, just click on ⧉ (the *EDIT* icon) to change the information. Once changes are made, be sure to resave the student record by clicking on ⧉ (the *SAVE* icon).

If you select the ⧉ (the *EDIT* icon) and then decide that you do not want to edit the information, click on ⊘ (the cancel icon), to leave the information the way it originally was before you clicked edit and/or made changes.

DELETING INFORMATION

Click on X (the DELETE icon) to delete an entire student record. Make sure the icon selected is directly beside the student's name to ensure the correct student is deleted. Once you press X (the DELETE icon) the record is completely gone and information will have to be reentered on the student to enter/place the student information back into the application.

VIEW DATA FROM PREVIOUS YEAR(s)

Next to "Fiscal Year", click on the drop down arrow(s) to choose a previous year or previous quarter within the year (See figure below). This is for viewing only. Editing information in previous years or quarters will not be possible.

SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit

SCREEN: **Residential Reimbursement Application**
LEA: **2603   HOT SPRINGS SCHOOL DISTRICT**
MESSAGE:

Home
Sign Out
Sign In
Change LEA

Facility Center [All Facility Centers ▾]
Submission Type [Regular ▾]
Fiscal Year [: ▾]   2021-22
Quarter [Q4 ▾]

Get Data	Reset	Export to Excel

Facilitators Summary

Facility Name	Facility ID	Inst. Days	Rate	Amount
First Step Intermediate Care Facility	2603002	264	60	15840
Quapaw House Inc.	2603001	183	60	10980
Total Claim		447	60	26820

Student Summary

Facility ID	First Name	Last Name	SSN	DOB	Grade	Disability	Begin Billing	End Billing	Inst. Days

RPA LATE SUBMISSIONS APPLICATION

To access the **RPA Late Submissions Application**, select Finance > Residential Placement > and click on Late Submission – Entry. The RPA Late Application is set up the same way as the RPA Application except the selection of the quarter from the Quarter drop down box at the top of the screen.

- Once all of your students have been entered, click on Late Submission-Supt. Certification. Select the quarter from the Quarter drop down box at the top of the screen. Print a different Superintendent Certification for each Quarter in which you are requesting reimbursement. Districts should email to **mikki.eubank@ade.arkansas.gov** or fax the signed "Superintendent Certification" sheet to Special Education Grants and Data Management at

  501-682-4313.